Frequently Asked Questions......

What are some things I can do in the Library Media Center?

- Research
- Complete assignments requiring LMC print and non-print materials
- Read for pleasure (books, magazines & newspapers)
- Study and review for exams

How Do I Get to the LMC During the School Day?

- Classroom visit
- Request Pass given by a student’s subject area teacher
- Study Hall (students report directly to the LMC and sign in at the door)

*Once you are signed in you are expected to remain in the LMC for the entire period.

The LMC may need to close periodically for classes. Check the signs outside the library entrance for a list of closed periods.

What is expected of me while in the LMC?

- To be respectful of other people and their property.
- To be doing school-related work.
- To help provide an atmosphere conducive to study.

What are the circulation guidelines?

- Returned materials should be placed in the drop slot under the sign-in desk.
- If an overdue exists, you won’t be allowed to check out more material until the matter is resolved.
- You will be charged for any items that are lost or damaged.

How long may I check out library materials? *

- Books: circulate for three weeks.
- Magazines: circulate for seven days.

*Items may be renewed twice, provided there are no holds.

Internet Policy and Procedures:

When students sign onto computers in the LMC, they agree to abide by the rules set forth by the Lancaster Central School District Code of Conduct. The internet is for research and school related purposes only.

Additional Services: Scanners, copy machine, 2 B&W printers, 1 color printer