

# RIVER SPRINGS MIDDLE SCHOOL LEARNING COMMONS

## **Access**

River Springs Middle School Learning Commons provides an open and flexible schedule so that students may use the Learning Commons resources on an as-needed basis. The Learning Commons is open from 9:05 a.m. to 4:25 p.m. daily. During the school day students may visit the Learning Commons either with a teacher or individually with a pass. Any student wanting to read or work on homework during lunch may pick up a lunch pass to the Learning Commons at the circulation desk before school. Teachers may also provide students with lunch passes to the Learning Commons. Passes are provided on a space-available basis. Students using the Learning Commons after school do not need a pass.

Our Learning Commons can accommodate multiple classes at one time. Teachers are asked to sign up at least 48 hours in advance when bringing a class to the Learning Commons. Doing so affords teachers and the media specialist the opportunity to collaborate in planning appropriate materials and instruction as well as assigning classes to the location best suited for their activities. Teachers sending students with passes during the day are asked to send no more than two students at one time. Each student must have a separate pass and a constructive assignment. Except to return to class these students will not be allowed to leave the Learning Commons until the last ten minutes. At that time, they will be sent back to class.

## **Circulation**

Students at River Springs Middle School may check out two books for two weeks. Each student must use his own alpha code for checking out materials. The fine for returning a book later than the due date is 5 cents per school day. Any student who has an overdue book or fine must meet that obligation before checking out another book. When a book is lost, a student pays the list price and is given a formal receipt. Should the book be found, the money is returned, less the fine incurred. Books and fines not paid will be turned in as obligations each year. Students may use periodicals, computers, equipment, non-print and reference materials only in the Learning Commons. There is no time limit for faculty member use of materials during the school year; however, teachers are asked to return materials when they have finished using them. All materials checked out to faculty members must be turned in at the time circulation is closed at the end of the school year. Faculty members will be charged for any materials not returned.