

## 1. New Media Center Hours

First, we are expanding the Media Center hours of operation. The Media Center will now be open from 7am until 3:45 pm daily. Please inform your students that this expanded time is available to them to print or peruse the resources of the Media Center.

## 2. Media Center Sign-In Procedures

Along with the expanded hours of the Media Center we are focusing on recording patron visits to the Media Center. If you have visited in the Media Center recently you may have noticed the sign-in kiosks along the half wall as you enter. The reason for this is twofold. First, we want to know how the Media Center is currently being used and also we want an accurate record of where students are when they say that they are going to the Media Center. These digital sign-in kiosks are replacing the pen and paper logbook that was previously there. The benefit to the new system is that as a teacher you have a live view as to whether or not the student you sent to the Media Center has signed in via this link:

<https://docs.google.com/spreadsheets/d/144FX-XBAiZTsZYwNg9N3osc1n-6E5qifmXQ8BKijick/edit?usp=sharing>

It has always been the case that students have been expected to sign-in/out upon entering/leaving the Media Center, but we are making it a point of emphasis moving into the 2nd semester. Students are expected to sign-in to the Media Center whenever they arrive and sign out when they leave. The only exception to this rule is the requirement that they **sign-out** during passing period, as there is limited time for them to make their next class and their next period teacher will be taking attendance (students are still required to sign-in). We understand that students who wish to print during passing period may be inconvenienced by having to sign-in. Please remind them of our expanded hours of operation before and after school and understand that no passes will be issued to a student for printing in the Media Center during passing periods. We expect students will need some time to become accustomed to the sign-in expectations and the Media Center staff appreciates your support.

## 3. Returning Repaired Laptops

One of the concerns that teachers have brought to the Media Center is the amount of time students spend out of class dealing with laptop issues. At the end of the last semester we sent out a short survey with a proposed change to the laptop return policy. 78.1% of staff surveyed responded that they would like to see the procedures for returning repaired laptops updated. Thank you for all who responded and commented on the form. The new procedure for returning repaired laptops will be as follows. When a laptop is ready to be returned to a student, the Media Center Tech will arrive at your class with a cart containing the repaired laptop and ask to see the student in question. If it is convenient for you then you may send the student into the hall and the laptop exchange will happen right there and the student will return to class. If it is not a convenient time, the Media Center Tech will give you an orange pass to give to the student asking that the student be sent to the Media Center at a point in your lesson that is more convenient. We hope that this procedure will limit the amount of instructional time lost dealing with repaired laptop returns and in the coming weeks we will be sending a survey asking for feedback on the new system.

## 4. Spare Battery Policy

We are also implementing changes to the spare battery policy which we hope will have the effect of ultimately minimizing lost instructional time. Beginning this semester students who fail to charge their batteries and must receive a spare battery in periods 1-5 will be recorded in a logbook that can ultimately lead to detention or other progressive discipline steps. Any student whose name is recorded three times in the same month will be eligible for discipline. Furthermore, any student who checks out a spare battery must return the battery by 3:30 pm that same day or incur another infraction. This means that a student who must replace their battery with a spare in periods 1-5 and fails to bring back the spare to the Media Center will be logged twice for the same battery. In order for these policy changes to have the desired effect of reducing instructional time lost it is important that these changes be communicated to the students. The Media Center appreciates your help in reminding students who need to leave your class with battery issues of the new policy.

## 5. Media Center Website

Another change is that Media Center now has its own website. You can check it out via the following link:

<https://sites.google.com/munster.us/mhs-media-center/home>

The site was created to provide a central hub of Media Center services, increase transparency, and make accessing Media Center resources easier. Please poke around the website. It is jam-packed full of handy tools that students and staff alike may find useful. Some of the key features of the site involve scheduling your classes to use the Media Center, borrowing AV resources, and using the website as a venue to make anonymous suggestions about how to improve the Media Center.