

## HOURS OF OPERATION

7:30-4:00  
MON, WED,  
THURS  
7:30-3:15  
TUES, FRI

CLOSED DURING  
LUNCH ON FIRST  
FRIDAYS

FIND  
BOOKS

**Online Media Center  
Catalog- Destiny**

[http://  
destiny.leon.k12.fl.us/](http://destiny.leon.k12.fl.us/)

**Look for materials at SAIL  
and other Leon County  
Schools**

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## MEDIA CENTER POLICIES AND PROCEDURES

Welcome to the SAIL Media Center. We offer a wide range of benefits, such as a relaxed atmosphere conducive to learning; print and non-print materials for research, information gathering, and personal interests; assistance with locating and using media center resources; and computers with access to the school network and the internet.

### Media Center Guidelines:

- You may check out up to 5 books at a time.
  - No library card required
  - There is no limit on ebook checkouts.
- Please do not re-shelve books. Put books in book drop or on book cart.
- Use computers appropriately.
  - Use only your ID# and password when logging on. Do Not Use a Friend's Account!
  - Do not make adjustments to computer settings
  - Log off when you leave the computer
- Only school-related materials may be printed.
- Print with discretion, each student is given \$10.00 in a print account each year. Printing costs \$.10 per black and white page and \$.50 per color page.
- Leave your area clean and put back any borrowed materials.
- No food or drinks allowed. Only water in sealable containers is allowed.

# NOW WITH

