

Protocol for the Montford Media Center 2020-2021

Brick and Mortar Procedures:

- *Must wear a mask upon entering
- *Must use sanitizer upon entering
- *Must use social distancing

Two chairs at the ends of each table are the only chairs available to students in the case of a class visit. The tables are wiped down after each visit. Individual students visiting the media center are not permitted to sit at the tables. Sorry!

Checking Out Books: Individual students are welcome to visit, browse and check out books, however a limit of 10 students at one time is strictly enforced, as are the procedures noted above. To expedite your visit, you can browse the online catalog before you come, use the **HOLD** feature or email Mrs. Sauls or me. If it is available, we can have it checked out to you and ready for pick up when you walk in the door! If the book is not available yet, we will notify your homeroom teacher when it is available for you to pick up. The media center will NOT be open before school, but can be visited throughout the day and immediately after school.

Returning Books: Place returned books into the container located just inside the door. Those books are quarantined for 3 days before being wiped down and returned to the shelves.

Other Precautions: **Every other computer** in our labs are now off limits to allow social distancing. There will be **no borrowing of headphones**; please bring your own from home. For your convenience, PTSO has provided inexpensive (\$2.00) earbuds for sale in the media center. **Bathrooms are locked**, but can be opened by Mrs. Sauls or me, if needed. You will be given a wipe to sanitize the seat, if necessary, and asked to notify us when finished so it can be inspected and locked.

Digital Academy Students

Checking out Books: Check the Destiny Discover online catalog (through Classlink) to determine which books you would like to check out. Once you click on the book, you can choose the HOLD button. We will check our HOLD e-mail requests throughout the day and place the book(s) on a shelf in the front office for you to pick up. If the book is not yet available, we will email you when it comes in. Please remember to return books you have finished in a timely manner as others may be waiting for them. For your convenience, I will stay on campus until **5:30 on Thursdays** for pick-up and delivery of books from the front office.

Return books: Books can be returned to the designated bin in the front office where they are held for 3 days before being wiped down and returned to the shelves