** UTICA HIGH SCHOOL MEDIA CENTER **

**RULES:**

* Read, study, do homework QUIETLY.
* FOOD & DRINKS are not allowed in the Media Center.
* *Please* do not leave your trash lying around, throw trash in the wastebasket.
* Technology must be used according to the Acceptable Use of District Technology Policies. This means no personal e-mail or chat room use.
* **Print** *only* school related documents.
* Students are permitted to use the Media Center with a **pass from a teacher** and must sign in at the circulation desk.
* Student ID’s are required to check material out.

**CHECKOUT POLICIES:**

* Checkouts are for 2 weeks, renewal possible.
* Checkout limit is 2 items per student.
* Flash drive checkouts are for one day only.

**RETURN POLICIES:**

* All materials must be returned by the due date.
* You may renew materials on or before the due date.
* Materials can be returned to the book chute at the front of the circulation desk.
* Students are responsible for all materials that are checked out.

**OVERDUE BOOK POLICIES:**

* Students with overdue items are not allowed to check anything out until the overdue item is returned.
* Students with overdue items more than a month or more will see a lost book fee entered in PowerSchool. Books not returned are considered lost and the student is responsible for the cost of the book.
* Students owing fines for lost or damaged items will have their library checkout privileges suspended until the fine is paid or the item is returned.

**EDUCATIONAL WEBSITES:**

GALE GROUP: <http://find.galegroup.com/menu/commonmenu.do?userGroupName=lom_macombisd>

MICHIGAN E LIBRARY: <http://mel.org/>

WORLD BOOK ONLINE: <http://www.worldbookonline.com/wb/products?ed=all&gr=Welcome+Utica+Cmty+School+District>

UNITED STREAMING:

<http://www.discoveryeducation.com//?ref=streaming&returnUrl=http%3A%2F%2Fstreaming%2Ediscoveryeducation%2Ecom%2Findex%2Ecfm>

SIRS DISCOVERER: <http://0-discoverer.prod.sirs.com.elibrary.mel.org/discoweb/disco/do/frontpage>

**PUBLIC LIBRARIES:**

CLINTON/MACOMB LIBRARY: <http://www.cmpl.org/>

SHELBY TOWNSHIP LIBRARY: <http://www.shelbytwplib.org/>

STERLING HEIGHTS LIBRARY: <http://www.shpl.net/>

CITY OF UTICA LIBRARY: <http://www.uticalibrary.com/>

**COLLEGE AND CAREERS:**

ACT: <http://www.act.org/>

FINANCIAL AID: <http://www.finaid.org/>

PETERSON ED AND CAREER CENTER: <http://www.petersons.com/>

SAT: <https://www.collegeboard.org/>

**NEWS SOURCES:**

DETROIT FREE PRESS: [**http://www.freep.com/**](http://www.freep.com/)

MACOMB DAILY: <http://www.macombdaily.com/>

USA TODAY: <http://www.usatoday.com/>

WALL STREET JOURNAL: <http://online.wsj.com/home-page>

**GOVERNMENT INFO**

MACOMB COUNTY: <http://www.macombcountymi.gov/index.htm>

STERLING HEIGHTS: <http://www.ci.sterling-heights.mi.us/bins/site/templates/splash.asp>

SHELBY TWP: <http://shelbytwp.org/>

UTICA: <http://cityofutica.org/>

U.S. GOVERNMENT SOURCES: <http://www.usa.gov/>

LEARN OFFICE 365: <http://learnoffice365.uticak12.org/>

SAT INFORMATION: <http://www.uticak12.org/uticawebsite/sat/>