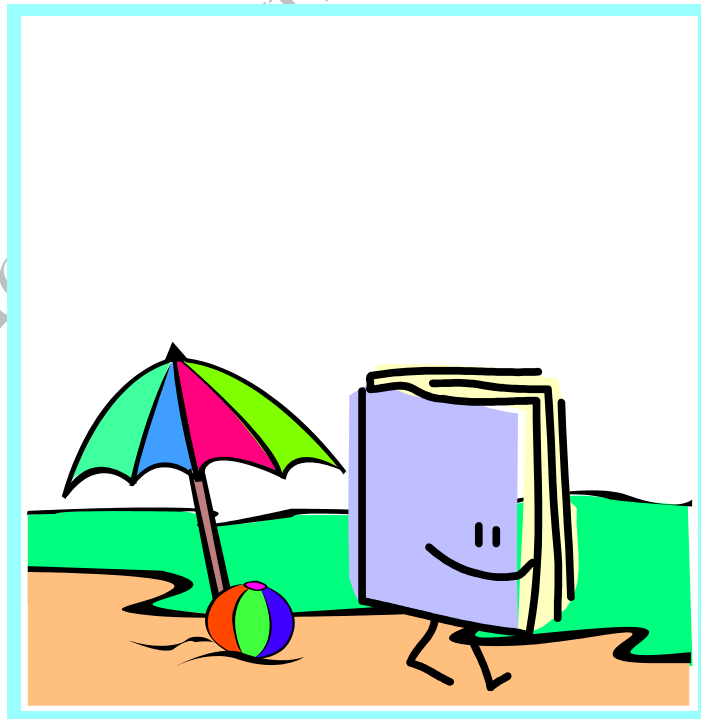


IMC Summer Guidelines

These guidelines only apply to those using the OTHS Media Center during its summer hours.

- The Instructional Media Center at the Smiley Campus will be open **May 26th through July 28th from 6-8 pm.**
- If you will be attending OTHS for the first time (incoming freshmen or new student to district), in order to check out books from the IMC over the summer, you must bring a signed participation form on your first visit. The form is included in this packet.
- Books checked out from the school's Media Center can be returned to the Smiley Media Center on Wednesdays during the designated hours above or placed in the drop box in the Smiley Campus Main Office any day from 7 a.m. to 3 p.m. Books will be checked out for two weeks at a time, and fines will be assessed weekly if books are not returned by their due dates.
- Due to the nature of summer vacations and such, parents can make special arrangements with the Media Center for extended check-outs.
- All OTHS library books must be returned on or before July 30th.** Any books that are not returned by this time will be reordered and charged to the borrower. This is to ensure that the books will be ready and available for the start of the next school year.

When you are looking for a book, grab a friend and head to the IMC on Wednesdays!



Smiley Instructional Media Center Participation Form

Directions: The student and parent must complete this form for all incoming freshmen (class of 2014) and students new to the district **IF he/she wishes to use the Smiley IMC over the summer.** Students who do not plan to use the IMC over the summer and sophomores who attended OTHS as freshmen do not need to complete this form.

Student: _____

Date: _____

As parent/guardian of this student, I understand that my student will be borrowing books from the O'Fallon Township High School Instructional Media Center for the summer reading program. As such, I agree to the following policies:

1. Books are loaned out for two weeks at a time.
2. Books are due back on or before the date posted on the date-due card.
3. Books may be returned at the following times to the following locations:
 - a. OTHS Media Center, **Smiley Campus**, on Wednesdays, May 26th through July 28th from 6-8 p.m.
 - b. OTHS Main Office Drop-box, **Smiley Campus**, on all weekdays, May 26th through July 30th from 7 a.m.-3 p.m.
4. Students who do not return books by the due date are subject to fines assessed weekly. If vacation or other summer plans will interfere with the ability to return books by the due date, please discuss this in advance with an IMC staff member upon checkout.
5. **All books must be returned by July 30th.** Any books that are not returned by this date will be reordered and charged to the borrower.

Student Name (signature): _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____