

European School of Munich (ESM) - Höhere Schule (HS) Multi-Media Centre (MMC): Rules for Usage

The Multi-Media Centre (MMC) is a basic element of the ESM's teaching facilities. It provides a service mainly for teachers and students of the Secondary School and gives access to a collection of about 23.500 media in 30 languages as well as to PCs for school-related activities. To make its facilities available during the breaks the MMC is open every school day without interruption. The MMC consists of two areas:

1. The HS library: this is where the reading area is located and the media check-in and check-out takes place;
2. The PC-rooms: dedicated to studying and researching by using Internet, with the possibility to print out the school-related work.

General Concept: The MMC is a place where students read, study and research, so it's a place of peace and quiet. The coordinator, supported by the person responsible for the PC-rooms, manages the MMC focusing on:

- promoting the pleasure of reading by maintaining the discipline while creating a pleasant atmosphere;
- actively supporting the pedagogical aims with direct involvement in the students' education by promoting self-discipline, independent learning as well as fostering respectful social interaction;
- stimulating a pro-active attitude by encouraging students to the independent use of the MMC's tools;
- providing the students using the PCs with support and ensuring the daily maintenance of the MMC equipment;
- supporting the teachers in 'class visits' with an introduction to the library management system;
- providing and advertising a wide range of reading material, aimed to the progressive development of students' literacy skills;
- providing documentaries related to the pedagogical activity;
- maintaining a well-balanced and up-to-date media collection, by identifying and purchasing new media in accordance with the teachers' and students' recommendation and feedback;
- supporting the development of students' self-confidence and sense of responsibility by allowing them an active participation in some daily tasks.

Behaviour: Indispensable to the fulfilment of these aims is just as much the careful handling of the MMC's resources as the respectful interaction with both MMC users and staff. In particular, since the MMC staff works in an open area and in close contact with the users, the students are requested to maintain an appropriate behavior in keeping with the whole school ethos. As an integral part of the ESM, the Internal School Rules (ISO) also apply in the MMC; in the following, rules specific for its use are stated:

- Students are to avoid any form of disturbance, walking calmly, leaving the MMC clean and tidy; talking or laughing out loud is prohibited.
- To preserve cleanliness and avoid damages to books and other media, eating and drinking is not allowed.
- For security reasons bags and coats are to be orderly placed in the designated shelves.
- The use of the so called 'reading corner' is restricted to users willing to read and learn in silence.
- The use of electronic devices and PCs is limited to school-related activities.
- Playing games or watching entertainment videos, either on the PCs or on the mobile phones, is strictly forbidden.

Students who break these rules or who do not comply with the instructions of the MMC staff, may be temporarily banned from visiting and/or using the MMC facilities.

Use of the HS library – Instruction for the students:

- To borrow media or to be shown on request, it is necessary to have the ID-Card (= *Schülerausweis*);
- To search for a media, the students are asked to go directly to the OPAC PCs (behind the front desk), read carefully the instruction and try to find the media on the shelves; in case of difficulties the library staff is ready to help.
- If a media is already on loan, it may be reserved by showing the ID-Card.
- Passing on library property to another student has to be avoided; if so, the student should notify the library staff.
- Lost or damaged media (books, DVDs, hardware etc.) must be replaced or refunded.

Parents may receive HS library-related communications via the email addresses registered at the ESM data base management system.

Use of the PC-rooms: Instruction for the students

The PCs in the MMC are intended for students who need to study and research during their periods free of lesson.

- Every PC should be used only by one student at a time; in case of group projects, students must seek permission from the person responsible of the PC-Rooms;
- The students should carefully read and follow the instruction for use located near each PC.

Class visits – Instruction for the teachers:

The teachers may ask for a class visit during their lesson by writing an email in advance to the MMC coordinator and, in copy, to the person responsible for the PCs rooms. The teachers accompany and supervise the class while visiting the MMC.

HS Library Loans' Period:

Books	1 month	Magazines	1 week
DVDs	1 week	Dictionaries	1 day
Comics	1 week	School Novels	3 month

Media should be returned on time. Upon presentation of the students' ID-card, it is possible to ask for an extension of the loan period, though.

Library / MMC Timetable:

	HS Library	PC-Room 238	PC-Room 237
Monday	07:45 – 15:20	07:45 – 13.30 / 14.00-15:20	07:45 – 13:30
Tuesday	07:45 – 15:20	07:45 – 15:20	07:45 – 15:00
Wednesday	07:45 – 14:20	07:45 – 13.30	07:45 – 13:30
Thursday	07:45 – 15:20	07:45 – 15:20	07:45 – 15:00
Friday	07:45 – 13:30	07:45 – 13:30	07:45 – 12:40

MMC Facilities:

- PCs for school-related activities (constantly supervised);
- Printers (A4 page - black/white);
- A "reading corner";
- A copy machine (self-service on payment: 0,10€ - A4 page - black/white);
- Stationary for the students;
- OPAC PCs (Open Public Access Catalogue) at the users' disposal to search for media.

The library catalogue is accessible on-line; to check the loans or ask for a reservation, students and teachers can login with their credential on the following link: <https://esmunich.oliverasp.co.uk/library/libraryHome.do>