



TORREY PINES HIGH SCHOOL
LIBRARY MEDIA CENTER STUDENT GUIDELINES

PHILOSOPHY

The Torrey Pines Library Media Center (LMC) is designed for learning either independently, or as part of a class/group. You are encouraged to use the LMC to complete classroom assignments, read or view materials for your pleasure. The Media Center houses all kinds of resources so you can learn in the ways that are best for you. We have desktop computers, wireless laptops, an online library catalog and many web subscriptions available FREE for use at school and home. "Getting the Most from your Library," <http://teachers.sduhsd.k12.ca.us/tpmediacenter/pdf/freshmen%20booklet%20'06.pdf> and <http://teachers.sduhsd.k12.ca.us/tpmediacenter/stylemanual/Style%20Manual%20for%20Documented%20Papers.pdf> are examples of Library-generated booklets developed for your success.

HOURS

Beginning September 15th, the Media Center is open from 7:15 a.m. to 6 p.m., Mondays through Thursdays; on Fridays, we close at 3:15. There may several times during the year when events necessitate an after-school time change. When that occurs, it will be announced in the morning and posted in the library.

MEDIA CENTER POLICIES

Please keep in mind that the Media Center is a facility for learning. Respect the rights of others who are here to study. If you wish to socialize, please leave the LMC so you will not disturb others. Food and drink are not allowed in the Media Center and in the AV Rooms. Exit doors are used only in emergencies or by staff. An *SDUHSD Acceptable Use Policy (AUP)* requires signatures of all students and parents before any computer is used. A limited number of library laptops are available **only** with an ID card. Students are given \$10 worth of FREE printing each semester. After that, students may add to their accounts with a minimum deposit of \$1. Computers are used **ONLY** for research and school assignments.

INDIVIDUAL RESPONSIBILITY

ID cards should be carried at all times. They must be used to check out library materials, LCD carts or laptops. If your card is stolen or lost, report it immediately to the ASB store. Materials checked out in your name become your responsibility and need to be protected from damage or loss. If materials are damaged or lost, you are required to pay for them. **The Media Center also has an overdue fine policy for late materials; reference/overnight overdue charge: \$.50/item/day; 2-week circulation: \$.10/item/day.** Return library items to the circulation desk. All transactions must be accompanied with your ID card.

Most items may be borrowed for two weeks and can renewed once. You can renew through the Internet OPAC or by stopping by the circulation desk. Reference books, CDs, videos, DVDs and new magazines must remain in the library may be borrowed for presentations.

You can also renew your materials online by using your last name and ID number.

The Library Media Center has so much to offer you! If you have questions or cannot find what you need, please ask. We're dedicated to helping you succeed!

Mrs. Lisa Goldberg, Library Media Teacher
Technician

Mrs. Terri Glusser, Library
Technician