



## 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 32 student desktop computers, 4 wireless laptops, an online library catalog and many web subscriptions available FREE for use at school and home.

### HOURS

Beginning September 10<sup>th</sup>, 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 be several times during the year when opening/closing times change. They 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. Use the outside stairs or inside ramp to enter or exit the LMC. An *SDUHSD Internet and Computer policy requires signatures of all students and parents before any computer is used.* Our limited number of laptop computers can only be borrowed if you leave your ID card at our desk. They must stay in the library. Become familiar with all policies so you can make good choices. Beginning in August 2007, students are given \$10 worth of FREE printing each semester. After that, students will be charged \$0.10 per b & w page; \$0.50 per color with a minimum deposit of \$1. Computers are to be used ONLY for research and school assignments.

### INDIVIDUAL RESPONSIBILITY

Students are issued ID cards that should be carried at all times. It's the only way to check out library materials, borrow textbooks 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 will be required to pay for them. **The Media Center also has an overdue fine policy for late materials.** For reference or overnight items the charge is: \$.50/item/day; for 2-week circulation items \$.10/item/day. Return all library items directly to the circulation desk. *You may not check out any materials if you have anything overdue.*

Most materials may be checked out for two weeks and can renew most materials. You can renew items without bringing them to the library through OPAC. Most reference books, CDs, videos and DVDs and new magazines must remain in school, although you can use them for presentations. *Some* reference books may be borrowed overnight. Return overnight materials in the morning. 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

Mrs. Terri Glausser, Library Technician