



## 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 web subscriptions available FREE for use at school and home. ["Getting the Most from your Library,"](#) The ["MLA Style Manual "](#) (Falcon Manual) are examples of LMC-generated booklets developed for your success.

### ➡ NEW HOURS

The Media Center will open at 7:15 am M, Tues., Wed, and Fridays. On **Thursdays**, we will open at 9 am. We close at 2:45 on Mondays, Wednesdays and Fridays. On Tues. and Thurs. we close at 3:45. There may be several times during the year when events necessitate time changes. When this occurs, it will be announced in the morning and posted in the LMC at its entrance. At this time, there are **NO** extended hours.

### 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 AV Rooms. Exit doors are used only in emergencies or by staff. **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. One copy of most textbook titles is available LMC use **ONLY** with an ID card. Students may also borrow a portable laptop/projector cart for presentations. They are reserved at the LMC desk and are limited in number so reserve early. **When the circulation desk is closed, no laptops or textbooks will be given to students.**

### INDIVIDUAL RESPONSIBILITY

All LMC transactions must be accompanied with your ID card, except for renewals. **ID cards 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. If materials are damaged or lost, you are required to pay for them. **Late Fees: reference/overnight overdue charge: \$.50/item/day; for 3-week circulation: \$.10/item/day.** Return library items to the circulation desk.

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

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