

KEARNS HIGH SCHOOL

Memo No. 35

August, 2016

SUBJECT: LIBRARY MEDIA CENTER

The Library Media Center is an integral part of the educational program. As such, it is vital for teachers and students for curriculum purposes and for individual pursuits.

STUDENTS

The LMC maintains definite guidelines of operation:

1. Students are admitted before and after school, and during lunch time for serious study and research.
2. During class time, students must have a written excuse from their teachers which indicates assignment(s) to be completed and time due back in the classroom.
3. ID may be requested at any time by the Media Center staff.
4. Proper behavior must be exhibited at all times. Offenders will lose the privilege of using the LMC.
5. Food and drink are not permitted, and offenders will be asked to leave.
6. Materials are checked out only to students who have no overdue books or fines. Books may be checked out for two weeks, reference materials for one day and textbooks for two days.
7. Fines are handled only by the Media Center staff.
8. Students are not to be in the media center during periods assigned to home or work release.
9. Students may obtain access to the Internet by submitting an acceptable use form.

TEACHERS

1. Teachers are always welcome in the LMC and are encouraged to use its materials and facilities.
2. Materials may be checked out for as long as they are needed. Be aware that you are responsible for all materials checked out in your name.
3. Teachers may bring classes to the LMC after signing the schedule book.

4. Acquisitions--The library media specialist is happy to receive for consideration any teacher requests for new books or publications. Such requests are not only welcome but are actively solicited. If our library is to be superior in every particular subject area, teachers and department heads must assume the responsibility of recommending textbooks and supplementary materials which should be in the library.
5. Reserve Shelf--Books which will be used frequently during a short period of time should be placed on reserve. The librarian media specialist will be happy to set aside such books so that many students can have access to them. Please let the library media specialist know when outside reading assignments are going to flood her with demands for one or two books, or for books of a particular nature.
6. Missing Books--Please keep an eye out during the school year for books which may be overdue or stolen from the library. This cooperation will help the library function effectively.
7. Copyright--Please be aware of copyright laws. We understand that funding is scarce, but it does not give us permission to break copyright laws.
8. Teacher may obtain access to the Internet by submitting an acceptable use form. Teachers may also obtain electronic mail (e mail) by submitting the appropriate forms to the district office.