TRHS Library Media Center Policies

The Library Media Center follows the rules of behavior outlined in the TRHS Student Handbook.

1. All students must check in with the librarian when entering the Library Media Center.
2. Students with a pass must present the pass to the librarian.
   o Passes will be kept at the circulation desk until you are ready to leave.
3. No student is permitted to enter or leave the Library Media Center without a pass from a teacher.
   o Students must sign out before leaving the Library Media Center or students will be considered truant.
4. Students using the library must be respectful of others in the LMC. Any student who is being disruptive to the learning environment will be asked to leave. This includes being disruptive when using electronic devices.
5. Students must have an I. D. card to check out materials.
   o A student may not use anyone else’s I. D. card.
   o Students are responsible for any materials checked out under their names.
6. Computers may be used in the Library Media Center if:
   o Sign the computer sign-up sheet.
   o Tell the librarian or aide which class you are working on.
   o Computers may only be used for school work. Surfing is NOT allowed.
7. Study Hall students:
   o Students may come to the Library Media Center from Study Hall once a day.
   o Students from Study Hall sit two to a table kitty-corner from each other in the front classroom of the Library Media Center.
   o Talking across tables is not allowed.
   o Students must be using library materials to be in the Library Media Center or will be sent back to Study Hall.
   o Headwear of any kind, jackets, candies, and food items are not allowed.
   o Personal business must be done before a student signs into the Library Media Center.
   o Students must sign his or her own first and last name legibly.
   o Appropriate language and behavior must be used.
   o Students will be marked tardy if they are not sitting in a study hall assigned seat when the bell rings.

Violation of Library Media Center rules may result in the loss of Library Media Center privileges.

- 1st offense: verbal warning
• 2nd offense: three day loss of privileges
• 3rd offense: one week loss of privileges
• 4th offense: 2 weeks loss of privileges and conference with Mr. Gallagher.

Immediate Loss of Library Media Center Privileges

• Signing in and leaving the Library Media Center without permission.
  o From then on you will only be allowed into the Library Media Center with a pass from a teacher for research.
• Fighting, insubordination, or disruptive behaviors.
• Defacing Library Media Center property.

Students should remember that using the Library Media Center is a privilege, not a right. Failure to follow the above rules could result in permanent loss of Library Media Center privileges.