

## Visits and Purpose

Your Media Center visit has a specific purpose.

### Before School /After School /Lunch:

- \* READ, research, study, homework, class projects, check-out or return materials
- \* **Computer Usage** is for assignments, researching ,projects, testing and/or printing classroom documents ONLY.

### During Class:

- \* You must have a **MEDIA CENTER PASS** from your current class teacher with your name, date, and purpose of visit. See above.
- \* The Media Center pass is valid only during that class period.

### EXPECTATIONS:

1. **Eat and drink (water OK) outside, in the cafeteria or designated campus eating areas.**
2. **Socialize outside. This is a study zone.**
3. **DO NOT DISTURB OTHER PATRONS/ STUDENTS IN ANY WAY. No loud talking, laughing, or music at any time.**

## What to Know

- \* Your **TUHSD ID is always required and must be used** to check out books and/or use media center computers.
- \* **3-book maximum book check-out** on clear accounts.
- \* Return or renew books on or before due dates.
- \* Return all TUHS books to the book drop box or to the Media Center front desk.
- \* Book check-outs prohibited with overdue or lost books on your library account.
- \* Media Center fees must be cleared at the BOOKSTORE before you can buy school event tickets, pay athletic fees, etc.
- \* Pay all “lost” or “damaged” book costs to the BOOKSTORE.
- \* Tutor bus / Athletic Passes only written by MC staff for individual students who have purposely used the Media Center after school for a minimum of 30 consecutive minutes.

#### Media Center Staff

Ms. Benson - Media Center Specialist

Mrs. Turner - Media Center Clerk

#### Media Center Hours\*

Monday - Friday

7:30 am — 4:00 pm

\*Closed after Early Release\*

\*Listen for Opening/Closing Announcements\*

# TWOLVERINES

**Tolleson and University High School**

**Media Center**

Student Guide

# CIRCULATION

**School ID = Library Card**

## Print books

- \* **3** book maximum checkout with a clear account; class set books do not count toward the maximum book checkout.
- \* **15** school day check out period. Renew the book(s) if necessary.
- \* **20** school days - After a book(s) is overdue for 20 school days, it is considered "lost" and you will have to pay the replacement cost of the book(s) to the BOOKSTORE.
- \* You are responsible for any damages to each book that you check out.

## e-books

- \* **e-books are available** and can be accessed and checked-out from your TUHSD computer desktop (after login) **or** the TUHSD library page. Check them out on your own. They are NEVER overdue and there is NEVER a lost fee. **username=ID#; password=ID#**
- \* You can also **use your SMART DEVICE** to access, read, and check out e-books. See the Media Center staff for directions.

## Placing books on hold

You may place any book(s) on hold if it is not available when you want or need to read it. See the Media Center staff.

## Book Requests

Please see Ms. Benson or Mrs. Turner about book requests.

# COMPUTER USAGE

## ID Lab / Computer Lab

### Before School / After School / Lunch:

- \* All students must sign -in with his or her school ID at the desk to use a computer in the ID lab/Computer lab.
- \* All students must log-in to a computer using his or her individual username and password.
- \* Computer usage is limited to school assignments only.
- \* All computer usage can be monitored from the circulation desk.
- \* Reserved classes and testing sessions take priority for computer usage at any given time.
- \* Follow all computer lab and media center rules.
- \* Use computer etiquette at all times.

### During class time:

- \* Students must have a pass from the current period class teacher with name, date, time and purpose of using a computer in the media center or ID lab.
- \* If a computer is unavailable, the student will be sent back to class with a pass from the Media Center staff.
- \* Students not purposely using the computers will be sent back to class immediately.

# HOW- TO'S

## Search for and check out books:

- \* Log on to a TUHSD computer and open the **Destiny** icon on the desktop.
- \* Search for book availability. If the book is available, you can locate them on the bookshelves.
- \* Check out books at the circulation desk.

## Search for and check out e-books:

- \* Using a TUHSD computer, log on and open the **TUHSD EBOOKS** icon.
- \* Enter your username (ID#) and password (ID#). Search and check out available books.
- \* Using a SMART DEVICE, obtain instructions from the media center staff.

## Save documents:

Saving your work in more than one place and periodically is important.

You can save your work in your student folder, on your desktop and/or with a flash/USB drive.

## Print or copy pages or documents:

Students may print/copy a reasonable amount of school-related pages. Black and white ink only. Color ink is not available.

## Reset your password:

Ask any Media Center staff to reset your password.