

TUHS & UHS LIBRARY MEDIA CENTER TEACHER GUIDE

Athletic Testing

Coaches and/or the athletic trainer can reserve the computer lab to host AIA Baseline testing.

Book Check-outs>Returns

- ❖ **Students** – All students are highly encouraged to check out books on a regular basis.
 - There is a 3-book maximum check-out for print titles. Check-out for eBooks is unlimited and do not count toward print books.
 - Students may not check out print titles if they have overdue or “lost” books on their Library Media Center **(LMC)** accounts.
 - School issued IDs are required to check out print titles.
- ❖ **Instructors / Administrators** – Staff members and administrators are highly encouraged to check out books from the LMC, the TUHSD Professional Library and eBooks.

Book Suggestions

Staff and students can make book suggestions. LMC staff will research the title(s) and order based on appropriateness of the library. Professional titles are for the professional library can also be suggested and ordered. See the LMC staff to submit book suggestions.

Butcher (Roll) Paper

Butcher paper is ordered for teacher use and student projects. Teachers and students should retrieve and cut the paper they need. Rolls remain in the LMC.

Copy Machines

Copy machines are located throughout the campus for staff use. Staff members must use their work ID for access a campus copy machine.

Copy Paper

If copy paper is needed for your classroom, please see the front office staff in Building 100.

Copy Service

Copy service is provided for staff members. Email the copy request to the library staff or bring the request to the LMC. Library staff will communicate when copies are ready.

Display Cases

The LMC display case may be reserved to display students’ projects. This is a great way to showcase students’ work. Please call x4245 for reservations.

eBooks

Electronic books and resources are available to staff and students at any time.

eBooks are located in [Destiny Discover](#). Staff and students can access digital resources by entering their regular login credentials.

Electronic Equipment

Document cameras are available for teacher check-out on a first-come, first-served basis.

All other electronic equipment is handled by Mark Esones in technology department. Any questions or issues should be directed to him by phone at x4128, by email or by Trackit.

Instruction and Trainings

- ❖ The Media Center Specialist provides your classes with instruction that correlates to your lessons. Please meet with the Media Center Specialist – at least two weeks prior – the goals and objectives of the lessons.
- ❖ The Media Center Specialist and Literacy Coach offer **PREP Connect** (prep period trainings) for teachers and staff to gain instruction on how to access and use collaborative learning tools.

Interlibrary Loan

Interlibrary loan service is only offered to TUHSD teachers and is based on the home campus's usage of the book(s). It is expected that all interlibrary books be returned in a reasonable amount of time. Please see the Media Specialist for this service.

Lamination

Lamination service is available. The LMC staff are the only authorized personnel to use the laminator.

- ❖ Please leave a note with the staff name and items to be laminated.
- ❖ Materials must not be thick, stapled, nor beyond the width of a poster board.
- ❖ Staff will be contacted once the lamination request has been completed.

Literature Sets (lit sets)

Literature sets are available for class checkout. Contact the library staff about the procedure.

Please note: Some titles have limited availability.

Media Center Orientation

The Media Center staff provides teacher and class orientation. If you are interested in this service, please see the Media Center Specialist. In addition, orientation is available for all grade levels but **especially encouraged** for ninth grade classes and new students to TUHS and UHS. Make reservations as soon as possible.

Media Center Reservations

- ❖ **Classes** – All instructors are highly encouraged to reserve time in the Media Center for their students to checkout novels and other reading materials. Each student must have his/her school ID to check out a book from the Library Media Center.
- ❖ Teachers are welcome to host class in the library. Specific arrangements can be accommodated.
- ❖ **Meetings** – The LMC can serve as a host location for morning and/or after school meetings for departments, clubs, etc. Call x4245 or email the LMC staff to make reservations.
- ❖ **After-hour meetings** – A Facilities Use Request form must be submitted to and approved by the AP of Facilities. Call x4231 for assistance.

Media Center Passes

A school-issued pass is required for each student who visits the LMC during class time unless the teacher accompanies the student(s). The pass must be filled out completely and signed.

Prep Connect

See Instruction and Training.

Professional Library

The professional library offers literature resources for staff to use for professional use and growth. The professional library is located inside the LMC.

Research Databases

The research that the TUHSD schools primarily use is *EBSCO*. The database for Tolleson and University High student's can be accessed [here](#).

- ❖ Instruction and training are available and highly encouraged. See Instruction and Training.

Sending Students to the Media Center **DURING CLASS TIME**

- ❖ Purposeful reasons (assignments, book check-out, tests/make-up exams, etc)
 - As a professional courtesy, please call the media center **beforehand** to receive confirmation from staff during class time.
 - Media center staff will verify student arrival as well as monitor and assist (if necessary) your student(s).
 - Staff will be able to communicate if your students' needs can be met **before** you send the student(s).
 - Any student(s) sent without prior approval or pass may be sent back to class.
 - There is two-student (2) maximum per class period. Students will be sent back to class in a reasonable amount of time.
- ❖ Other purposes
 - **Disciplinary reasons**
Any student(s) being excused from class for disciplinary reasons or behavioral disruptions should be sent to the appropriate administrative office
 - **Finished with classwork or nothing to do**
All students are welcome in the Media Center with purposeful assignments for your class during your class time. A completed pass detailing the purpose is required.
 - **Hanging Out**
The Media Center is not a hang out location during class time.
 - **Making/Retrieving Copies**
Students are not permitted to use any copy machine on campus. You may send a student or your TA to pick up copies from the media center.

Immediate copies – the library staff may/may not be available to perform on-the-spot copy service.
 - **Tardy to class**
Tardy students should report to SWEEP.

Testing

State mandated assessments take place throughout the school year. Some assessments may require the use of the computer lab or the Library Media Center space.

Athletic testing sometimes requires the use of computer labs. Coaching staff shall make lab reservations for athletic testing.

Videos

- ❖ The Library Media Center does not house videos. Teachers streaming videos/movies must exercise professional etiquette and abide by copyright rules.

Please be advised that information in this document changes. Any updates will be communicated so that necessary adjustments can be made.