

Library Media Center Policies

Disclaimer:

To use the Internet and technology resources at Tolleson Union High School and University High School, students and parents of the campus agree that appropriate etiquette will be practiced. When students receive a school issued laptop computer, the student signs the [Tolleson Union High School District – Technology Agreement](#). The agreement is binding and is kept in the technology office.

Library Use:

- All students must have a current campus ID card to use the Library Media Center (LMC) and check out materials.
- Each student must have a pass signed by his/her teacher to use the LMC during class time.
- Faculty and Staff may reserve the use of the LMC to host classes.

Loan Period:

- Students may check out a maximum of three (3) books for a period of twenty (20) school days without fine.
 - After twenty school days, the full cost of the book is placed on the student's school account, unless the book(s) has been renewed by the patron.
 - Once the book(s) is returned and checked in, the cost is removed from the student library account. The book(s) must be returned in the same condition as taken; otherwise, the student must pay the full cost of the book(s) or replace the book(s).
 - Notices are generated and distributed the first week of each month.
- Staff may check out book(s) for a school term, or for an agreed upon amount of time.
- Staff and students may place books on hold.
- Books on hold may not be renewed.
- Staff and students may check out [eBooks](#) by using assigned usernames and passwords.

Laptop Computers:

Each student receives a school issued laptop computer by the campus technology department at the beginning of the school year, or at the time of enrollment after school has begun. Each student must sign the [Tolleson Union High School District – Technology Agreement](#) upon receiving the school equipment.

Copy Service:

- Copy service is available for faculty and staff.
- Copy service for students is only available at teacher request.
 - Documents must be submitted electronically by the teacher to the LMC staff.
 - Documents must be school related.

General Expectations:

- All Tolleson Union High School campus staff and student expectations apply in the LMC.
- The purpose of the LMC is for reading, researching, and studying.