



# *Liberty High School*

*12220 Road 36  
Madera, CA 93636  
(559) 645-3500  
Fax (559) 645-4769*

---

## **Library Media Center Policies and Procedures 2010-2011**

### **Library Media Center (LMC) Usage**

- ☞ Students must present a complete & signed LMC pass from their teacher to be admitted to the LMC during class time. Passes must be stamped for time in & out and signed by the library staff before returning to class.
- ☞ Students must follow all school rules in the LMC (no eating/drinking, electronics, etc.).
- ☞ Voices are to be kept at a minimal level.
- ☞ Students must return materials, tables and chairs to their appropriate places before leaving the LMC.
- ☞ Students may not pass through the LMC to go to their classes, the main office, counseling office, or to the restrooms and/or drinking fountain.




### **Library Materials**

- 📖 Students must present their LHS student ID card or enter their student ID number to check out materials.
- 📖 Students may check out three books/materials at a time for a three week period.
- 📖 Books may be renewed if they have not been requested by another patron.
- 📖 Students will be charged \$0.10 per item per school day for overdue materials. Fines must be paid to Mrs. Dunn in the main office and the receipt returned to the library for clearance.
- 📖 Students are responsible for the materials checked out in their name: lost, stolen, or damaged materials must be paid for by the student.
- 📖 Students may be denied their report card, diploma, fall registration, and/or participation in school activities until all obligations are cleared.







Over →



## LMC Computers

-  Students may use the computers only if they have a current *GVUSD Acceptable Use Policy for Students* on file. Students will receive a GVUSD network password once this agreement has been signed by the parent(s) and returned to the library. Passwords are deleted at the end of each school year. Students will receive a new password when they return in August.
-  The computers are to be used only for schoolwork.
-  Students must supply their own copy paper for printing.

## Textbooks

-  Students must present their LHS student ID card or enter their student ID number to check out textbooks.
-  Students should write their names in ink in the inside cover of each textbook in order to prevent loss. Do not write anywhere else inside or outside the book.
-  Students should cover textbooks in order to prevent damage. Do not use self-adhesive covers or tape covers to the books.
-  All textbooks are due by the last day of the school year or upon leaving LHS.
-  Students are responsible for textbooks checked out in their name: lost, stolen, or damaged materials must be paid for by the student.
-  Students may be denied their report card, fall registration, and/or participation in school activities until all obligations are cleared.

## Library OPAC (Online Public Access Catalog) - Destiny

<http://destiny.gvusd.k12.ca.us>



-----  
*Please **detach** and return to the LHS Library Media Center*

### **I have read and agree to abide by the Liberty High School Library Media Center Policies & Procedures 2010-2011.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Email address (if you would like to receive overdue/fines notices by email):

\_\_\_\_\_  
Special Requests \_\_\_\_\_