



Ranchos Middle School

12455 Road 35 ½

Madera, CA 93636

(559) 645-3550 Fax: (559) 645-3565

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 RMS 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. Melvin 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 Student Use of Technology Agreement (Acceptable Use Policy) on file. Students will receive a GVUSD network password once this agreement has been signed by the parent(s) and returned to the school site. Passwords/accounts are deleted at the end of each school year.
-  The computers are to be used only for schoolwork.
-  Students must supply their own copy paper for printing.

Textbooks

-  Students must present their RMS 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 RMS.
-  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 RMS Library Media Center*

I have read and agree to abide by the Ranchos Middle School Library Media Center Policies & Procedures.

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

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

Special Requests _____