


Library Policies

Disclaimer:

To use the *Internet* and technology resources at Tolleson Union High School, students and parents of Tolleson Union High School must sign and submit to the appropriate school personnel the **Acknowledgement Form** located on **page 31** of the 2008-2009 [Tolleson Union High School District #214 Student Procedures Handbook](#) 

Library Use:

- All students must have a current campus ID card to use the library and check out materials.
- All students must sign in each time they enter the library or computer lab unless they are accompanied by their teacher.
- All students must have a pass from their teacher to use the library during class time or release time.
- Faculty and Staff may reserve the use of the library for classes.

Loan Period:

- Students may check out a maximum of five books for a period of 2 weeks.
- Students may place books on hold.
- Books on hold may not be renewed.
- Books will remain on hold for 5 school days.
- Magazines may not be checked out.
- DVDs or VHS movies are for teacher checkout only.
- Students will be charged for lost or damaged books.
- Overdue books have a fine of \$.05 per day per book.
- Unpaid student fines are reported to the Campus Bookstore.

Computers:

- Student laptops are available for checkout from the computer lab.

Copy Service:

- Copy service is available for faculty and staff. Color paper and transparencies must be provided by teachers.
- Copy service for students is available for \$.05 per page.

Computer Lab Use:

All computer users must adhere to the Tolleson Union High School District Acceptable Use Policy when using the Internet and Technology Resources.

- All students must have a current campus ID card to use the computers in the computer lab and in the library.
- Students may use the computers in the ID Lab and in the library before and after school.
- The Computer Lab is reserved for classes during the school day.

General Rules:

- All Tolleson Union High School rules and expectations apply in the library, computer lab and career center.
- The purpose of the library is for reading, research and studying.
- Eating and drinking is not allowed in the library, computer lab or career center.