

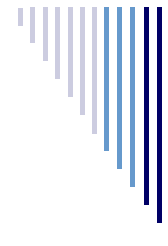
Students must have a signed library pass and a purpose to be in the library media center during class time. A maximum of 15 minutes is allowable to check out materials during AR. If you are here to do research, once you are in the LMC you must stay in the LMC unless your teacher has indicated on the pass that you are to return to class.

Please sign in legibly on the sign-in sheet located at the front desk. Signing in provides proof that you were in the LMC and also helps us keep usage statistics.

If you will be working in the LMC, please come prepared to work productively. You are welcome to read books and magazines, or work on homework. Visiting with friends and sleeping are not acceptable behaviors in the LMC. If your behavior becomes a concern to the library staff, you will be asked to correct it or you will be asked to go back to class.

Library Rules of Conduct

- ◆ Observe library policies.
- ◆ Read, study, or work quietly.
- ◆ Cooperate with library staff who interpret the rules.
- ◆ Avoid behavior that disrupts others.
- ◆ Keep materials clean and free of damage.
- ◆ Return all borrowed materials by the due date.
- ◆ Help keep areas clean and free of damage.



Twin Buttes High School

Library Media Center

Twin Buttes High School Library Media Center makes available balanced information resources, provides ready access to the world of ideas and knowledge, and strives to be responsive to the unique and evolving educational, cultural and recreational needs of the library user and community.

Staff:

Ms. Mary Beahm
Librarian

Ms. Lynelle Pablito
Library Media Assistant

Hours during the school year:

Monday—Friday
8:00 a.m. to 3:45 p.m. or as
arranged



Collections

Nonfiction	Fiction
Biography	Reference
Audio/Visual	Magazines
Zuni/Southwest	Newspapers

Circulation

Item limit:

*Students: 5 items

*TBHS Staff: no limit

*Community members, other ZPSD staff & students:
3 items. An application for library privileges must be filled out.

Overdue items must be returned or renewed before checkout of other items.

Length of loan:

***Fiction, Nonfiction, Biography*: 2 weeks.
Materials can be renewed for another 2 weeks.

***Zuni/Southwest, Reference*: Some materials may be available for checkout and some materials are for in-library use only. Renewal of the materials is at the discretion of the library staff.

***Current issues of magazines* cannot be checked out.

Returning materials

Please place materials in the book drop which is located in the front of the library. Do not return the material(s) to the shelves yourself.

Lost or Damaged Materials

Any lost or damaged items can be replaced with the same title or you may pay the replacement cost of the item(s). Check with the library staff for cost or replacement information.

Accelerated Reader (AR)

Accelerated Reader books are marked on the spine with a blue AR sticker. Book level and other information is located on the inside cover of the book. Please ask library staff for assistance.

Other Loan Resources Available

If we do not have the material(s) you need, fill out the item request form and the library staff can try to locate the items for you either at the ZHS library or the Public Library. It will be your responsibility to check out and comply with the rules and policies of that library.

