

## SERVICES

### **NOTE: PHOTO ID AND PLANNER ARE ALWAYS REQUIRED.**

- ❖ TMS library has 38 computers. Students have access to Microsoft Word, PowerPoint, Excel, Google Drive, Mavis Beacon Typing, Publisher, Front Page, and Movie Maker. Computers may **ONLY** be used for school work.
- ❖ The library has a library search stations for students' use.
- ❖ Students are allowed to print or copy three pages per visit. Items must be school-related. After the first three pages, the charge is 10¢ per page.
- ❖ Textbooks are available for homework and study. This material is to be used in the library.
- ❖ Students may check out up to three library books. However, all three books cannot be on the same subject (i.e., weather, drawing, poetry, etc.) or from the same series. They can be checked out for a two week period and may be renewed if there is not a wait list for the book(s).
- ❖ Forgot your ID and want to check out a book? No problem. We can hold the book for one day.

## REQUIREMENTS

- ❖ Photo ID are required to use the computers and check out library books. Planners are required when checking out core literature.
- ❖ Students must have a pass to visit the library at all times. During lunch you must obtain a pass before school or at break from the library staff.
- ❖ Speak softly, be considerate of other students who are studying or reading.
- ❖ Always address library staff and others with respect and good manners.
- ❖ Please help us keep the library clean and comfortable by pushing in your chairs and disposing of trash.

Welcome to the Temecula Middle School Library/Media Center where students can enjoy a quiet, safe, clean and well-organized setting which provides them with over 12,000 books, including fiction, non-fiction, reference, biographies, magazines, computers and more.

## RULES & REGULATIONS

- ❖ TMS Library is a place to read, study, do homework, conduct research, and take tests. **SOCIALIZING WITH FRIENDS IS NOT PERMITTED AT ANY TIME.** Library staff will ask disruptive students to leave the library.
- ❖ NO CHEATING ON TESTS
- ❖ NO CHEWING GUM
- ❖ NO FOOD
- ❖ NO CANDY
- ❖ NO LIQUIDS OF ANY KIND
- ❖ NO CELL PHONES or MP3 players are allowed.
- ❖ NO rearranging of tables and chairs.
- ❖ GAMES OR INTERNET SURFING IS NOT ALLOWED.

**Students who fail to abide by the Rules and Regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate per District Board Policy BP 6163.4.**

## TEXTBOOKS

It is recommended that the following procedure be followed:

1. Each student writes the barcodes of the textbooks issued to them in their planner immediately (when planner is issued), as well as write their name in the textbook. Not only will this help at the end of the year, but also if the books get mixed up with other students, you will be able to tell immediately which book belongs to whom.
2. Each student will receive workbooks for each core subject. The first workbook is free; thereafter, the cost ranges from \$5.00 to \$23.00 depending on the subject.
3. **Students are responsible** for notifying the library staff of any existing damage to the textbooks not already noted. If this is not done, the student may be held accountable and fined for the damage.
4. Textbooks are to be returned when requested or at the time of withdrawal if the student leaves before the end of the school year.
5. If a textbook is damaged in excess of reasonable wear or is lost, the student will be fined accordingly per the California Education Code 48904 and TVUSD Board Policy BP6161.2.

## TEXTBOOKS – CONT'D

6. Any damage which occurs to the books while in the students' possession **MUST** be reported immediately to the library staff. This may save the student from having a fine assessed.
7. TVUSD has standardized book fine charges. Payments for damaged or lost books are handled in the library.
8. All materials are to be returned before the end of the school year and all fines paid before students can be cleared to receive their final report card, participate in the promotion ceremony (8<sup>th</sup> graders only), and/or be eligible to receive their schedule and textbooks for the following school year during registration at any TVUSD school site.
9. In order to get a second set of textbooks, you must have a doctor's note and your parent must sign a form, "Extra Textbooks – Letter of Understanding," accepting responsibility for the second set of textbooks that will be left in your classrooms. **NOTE:** If a textbook is damaged or lost, the teacher is not responsible: **YOU ARE!**



## Temecula Middle School Library/Media Center

### HOURS

Monday, Tuesday, Thursday  
& Friday

**7:30 am – 3:00 pm**

Wednesday (Early Release)

**7:30 am – 2:00 pm**

(Closed on Modified Days & occasionally for meetings.)

**Library/Media Technician**  
Carol Barnard-Jones

**Library Assistants**  
Rhonda Wilson  
Kim Hartman

**Phone Number**  
(951) 302-5151 Ext. 34018