Welcome to the Library Media Center (LMC) at Arnold O. Beckman High School. Our outstanding collections and services have been designed specifically for our faculty and students. The library collects, organizes, preserves and provides access to a diverse array of information resources in support of the Tustin Unified School District’s goals of excellence in research and teaching.

The LMC’s Use and Conduct Policy is published for the benefit of all users and is applicable to all. This Policy is enforceable by all school staff. Use of the LMC is a privilege, not a right.

**The Arnold O. Beckman High School** **Library Media Center seeks to provide all users with**:

* A quiet environment for research, study, and reading
* Access to well managed and diverse collections of library resources
* Knowledgeable staff

**Rules of Use:**

* Users must maintain quiet and may not engage in any behavior that interferes with the normal use of the library.
* Users may not interfere with an employee’s or aide’s performance of his/her duties. Such behavior includes but is not limited to verbal abuse, intimidation, or harassment of any kind.
* Library materials, equipment, or property may not be taken from the library building(s) with proper check out or authorization. Library material must be returned on or before the expiration of the loan period or upon request from the library.
* All users must handle library materials such that they are not defaced or damaged in any way. This includes but is not limited to marking, underlining, removing pages or portions of pages, removing or damaging bindings, removing electronic theft devices, and the use of paper clips and post-it notes.
* Users may not alter, damage, or vandalize library building(s), furniture, or equipment including computer systems, networks, programs, or data.
* Licensed databases and online services are for the use of faculty, staff, students, and library users employed by, or enrolled at, or physically present in the Arnold O. Beckman High School library media center. In most cases, the information contained therein may not be duplicated, transferred, sold, or commercially exploited.
* Users must observe applicable intellectual property laws including the United States Copyright Laws.
* Users must follow all posted guidelines
* Open food or beverage containers are not permitted in the public areas of the library building(s). Users are responsible for their personal property.
* Users may not enter unauthorized areas of the library.
* Users are required to leave the library at closing and when requested during an emergency or following a violation of this Use and Conduct Policy.
* Vending, peddling, and/or solicitation of any kind are prohibited with library building(s).
* Only service animals trained to assist persons with disabilities are permitted in the library building(s).
* Misuse of the library shows disrespect for the institution and disregard for the rights of members of the school and surrounding community. Any person who violates these rules of use, whether a student or not, may be asked to leave the library facility and may be refused further access. Such persons may be subject to the sanctions of suspension, prosecution, forfeiture, warning, and restitution, as well as criminal penalties and civil fines, and may be accountable to civil authorities (city, state, or federal) as well as the Tustin Unified School District. The Arnold O. Beckman High School Library’s Use and Conduct Policy supplements the Arnold O. Beckman High School Conduct Code and other TUSD policies.

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I understand the above Library Media Center Use and Conduct Policy.

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Student’s Name

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Student’s Signature

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Parent’s Name

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Parent’s Signature