



Library Media Center Policy for Secondary Schools

Tustin Unified School District Libraries

The mission of the Tustin Unified School District Library program is to provide quality and current materials in a variety of formats and viewpoints to the diverse student and staff population while offering exemplary service in order to promote effective use of information and create a lifelong love of learning and reading.

Your student will have the opportunity to check out library materials and conduct research in the Library Media Center. They will also be provided textbooks for classes in which they are enrolled.

Library Media Center Use Guidelines

- Be respectful and do not engage in any behavior that interferes with the normal use of the Library Media Center.
- Follow all posted guidelines.
- Materials may not be taken from the Library Media Center without proper check out.
- Materials must be returned by their due date or upon request from library staff.
- Exercise care when handling library materials and textbooks so they are not defaced or damaged.
- Items that are not returned or are returned damaged will have a fine assessed.
- Observe applicable intellectual property laws including United States Copyright Laws.
- Persons who disregard guidelines may be asked to leave the library and/or have library privileges suspended.
- The Library Media Center Policy supplements the Conduct Code and other TUSD policies.

The Library Media Center Policy is established for the benefit of all users and enforceable by all school staff. Use of the Library Media Center is a privilege.