

Library/Media Center Procedures:

The mission of Elsinore High School Library/Media Center is to provide materials and services which fulfills educational information, cultural and recreational needs of our students in an environment that is welcoming and respectful.

- To reserve the Media Center, email Kim Johnson to schedule your class.
- Sending students to the library: Individual or small groups (2-5) can be sent to the library with a pass. Please print students and teacher name on the pass.
- Quiet voices, many times there are other people and/or classes in the library
- No food or drinks in the library

Classes in the library:

- Teachers are required to supervise their class while in the library.
- Take attendance and give instructions in the class prior to coming in the library.
- If you are meeting your class in the library, please take attendance quietly.

Library Book:

- Due date on books are 1 month
- 1 renewal then book is to be returned
- No more than 3 library books checked out at a time
- If book is water damaged, you can pay for it or replace it off of amazon

Textbooks:

Textbooks become the student's responsibility from the moment the student checks the textbook out until he/she returns it back to the library. Giving a textbook to a teacher or a friend does not constitute as turning it in.

Textbooks must be returned by the end of the school year.

Leaving a textbook in the classroom is not recommended. If the book is stolen or damaged, you are still responsible. You are responsible for your textbooks from rain, siblings and pets.

Students have 2 weeks to go through your textbooks to see if there is graffiti, water damage, missing pages or any other problems, report any damage to the librarians. Textbooks with water damage has to be replaced, you may purchase a textbook off of Amazon.

If textbooks are not returned at the end of the school year, they will be billed for the replacement, per Board Policy 616.2 and Ed Code 48904.3. Their grades, transcripts or diploma are withheld.