

Look What We Have for You to Enjoy and Utilize...

Material Type	Call #	Description
• Non-fiction	000-099	General Knowledge
000-399	100-199	Philosophy & Psychology
	200-299	Religion
	300-399	Social Science
400-699	400-499	Language
	500-599	Science & Mathematics
	600-699	Medicine & Technology
700-899	700-799	Arts, Sports, Hobbies & Music
	800-899	Drama, Poetry & Humor
900-999 (less 920-921)	900-999	History, Geography & Travel
• Collective Biographies	920	Biographies about groups of people
• Biographies	921	Single Biographies & Autobiographies
• College & Career	C&C	College & Career Reference Section
• Picture Books	E	Picture Books for Everyone
• Fiction	FIC	Novels
• Reference	REF	Encyclopedias, Dictionaries, Atlases, Almanacs & Thesauri
• Story Collection	SC	Short Stories



WELCOME to the Haines Middle School Learning Resource Center



Home of the Hurricanes



Your Friendly LRC Staff:

Mrs. Passini
Mrs. Shaw
Mrs. Weick
Mrs. Patzer

Hours of Operation:

M-Th—7:30 AM to 4:00 PM
F— 7:30 AM to 3:45 PM

331-228-3164

LRC Information

Learning Resource Center Philosophy

The philosophy of the Haines LRC is to:

- maintain an inviting atmosphere that is conducive to reading, research, and accessing information;
- respect its patrons by sustaining a quiet and productive learning environment;
- provide assistance to all patrons with respect to reading selections, accessing information, and using technology;
- catalog a wide variety of books to accommodate a multitude of reading interests and ability levels;
- inventory technologies that are current and accessible;
- promote love of reading and learning for a lifetime; and
- support all curricular areas.

Expectations

The Haines LRC is a great place to frequent when students need to look up information or have time to pleasure-read. Our growing collection varies for all reading types, and we are happy to assist in either locating information or recommending a good book. In return, what we expect of our patrons is that they extend common courtesy and conduct themselves appropriately so all may enjoy and utilize the LRC in a manner for which it was designed.

Use

The LRC is designed for whole classes to utilize provided they are accompanied by their teacher any time during the day in an area for which their teacher has reserved. Students may come down to utilize the LRC independent of a class as well at any time provided that they have a pass from their teacher and their student ID.

Overdues & Fines

Overdue notices are given to 6th and 7th grade students when they come in with their classes.

Eighth graders will receive their overdue notices through their Language Arts teachers.

LRC privileges could be suspended until the overdue material(s) is/are returned or paid for.

Students will be advised before privileges would be suspended.

- 1-7 days overdue (green notice) = overdue notice will be given to the student;
- 8-15 days overdue (yellow notice) = notice and \$1.00 fine;
- 16 or more days overdue (red notice) = another \$1.00 fine & a lunch detention (failure to show up for detention will result in an office referral); and
- Beyond 16 or more days = office referral.

These notices are merely a courtesy to remind students of their checked-out materials; ultimately, it is the student's responsibility to return or renew materials by the due date on the material's due date card.

LRC Rules

1. All patrons must be courteous and respectful of other patrons' rights to use the LRC. If conversation is necessary, a 6" voice must be used.
2. No gum, food, or drinks are allowed in the LRC.
3. Please do not re-shelve books. Leave them on the book carts.
4. If patrons are not with a class, they must have a **PASS** and **THEIR STUDENT ID** to enter or leave the LRC. This is how the LRC staff takes attendance.
5. Up to 4 students may come down to the LRC during class on a signed LRC pass, provided they have work or reading to do.
6. Students who lose materials or return materials damaged will be held fiscally responsible for those items.
7. Patrons are to leave their area as they found it, ie: gather up all papers, push in chairs, etc,...

Those who are not respectful of the above rules will be asked to leave the LRC, and their LRC privileges may be suspended.

Circulation

- When students wish to check-out materials, IT IS THE STUDENTS' **RESPONSIBILITY** TO PROVIDE THEIR **STUDENT ID**--THERE WILL BE NO EXCEPTIONS. For security reasons, it is very important that students not share their numbers with other students.
- Students may check-out up to 2 materials at a time.
- Most materials may be checked-out for 3 weeks.

Web Site

The Haines LRC has a home page on the Internet for the community's convenience and reference needs. Check us out at: <http://haines.d303.org/>

8/25/2014