



General Information

The Resource Center is a membership organization.

Membership is granted to employees of member schools and to individuals paying the annual membership fee. We are located in downtown Cartersville for easy access for our members.

Hours of Operation

August to May

8:00 a.m. – 6:00 p.m.	Monday – Thursday
8:00 a.m. – 4:00 p.m.	Friday
9:00 a.m. – 1:00 p.m.	Saturday

Summer and Christmas Break

8:00 a.m. – 4:00 p.m.	Monday – Friday
Closed	Saturday

Holidays

The TRC will be open year round except for the following:
New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving (Thursday and Friday), Christmas Day (Thursday and Friday).

The TRC will be closed on Saturdays preceding and/or following a holiday.

Staff

Kim Kappel, Director	kimk@bartowtrc.org
Debra Payne, Member Support	Pam Hilley, Member Support
Susan Wilson, Member Support	Brenda Pettit/Cherie Finger, Member Services
Brenda Wilson, Member Support	Joyce Findley, Member Support

Membership at The Resource Center (TRC) **provides a number of benefits**

- On-site support services by professional staff
- Open access to TRC materials, supplies, workshops, and training sessions
- Curriculum materials, periodicals and workspace to facilitate lesson planning and research
- Displays which highlight seasonal, curricular ideas and projects
- "Check out" privileges for a wide variety of posters, equipment, VHS/DVD, and theme kits
- A computer lab with internet access and user-friendly software
- Lamination, binding, and related services useful in completing classroom projects
- A congenial atmosphere for members to interact and exchange ideas



1 North Gilmer Street • Cartersville, GA 30120 • (770) 387-1103 • FAX (770) 606-2065 • www.bartowtrc.org

Organization Membership Registration

July 1, 20____ to June 30, 20____

Organization Name _____

Organization Address _____

Phone Number _____

Fax Number _____

Director's Name _____

E-mail _____

- Work done in the Center is for your Organization only
- You may not use materials or equipment for other individuals or groups
- Children are not permitted in the TRC; please make other arrangements while you are working
- Raw materials may NOT be taken out of TRC i.e. poster board, construction paper, file folders

-----Approved Member -----

Member Name _____

Email _____

Home Address _____

Phone _____

I have reviewed the rules and policies for membership and agree to abide by them. I understand that failure to comply with them could result in the revocation of my membership with no refund.

Member's Signature _____

Director's Signature _____

Date _____

OFFICE USE ONLY:

Date _____

Check # _____

Amount \$ _____

of Memberships _____



Rules and Policies

-----Please read carefully-----

- **Please have your school identification with you.**
- Always sign in and out at the front desk. Be sure to note your organization and date.
- **Only members registered by the organization's director may use the Center.** We are no longer able to accommodate volunteers for private members. (name substitutions may be made after 6 months only by the Director).
- **Children are not permitted in the Center.** This rule is instituted for the safety of the children and for the efficiency of those working in the Center. Numerous pieces of equipment pose potential safety hazards and the TRC staff cannot accept liability for the safety of children in the building.
- Ask staff members if you need assistance/instruction in the operation of equipment or help in locating specific materials.
- Laminators, copy machines and other equipment will be shut down ten minutes before closing time. Please be considerate of our staff by completing your projects in a timely fashion.
- Lamination of projects is part of our service. Nothing with metal can be laminated. (Example: envelopes and file folders with brads; glitter or other material that may possibly damage the rollers.)
- Consumable materials provided by TRC are intended for use in the Center. We cannot allow raw materials to be removed from the building or allow the use of materials to complete projects for personal use. Projects are to be completed on site.
- Computers and printers are available for use by our members. Quantities are limited per visit. There is an additional charge for poster plus size prints.
- Copy machines are available for making single copies of resource materials for planning use. You may not make classroom sets of materials. It is a copyright violation to make multiple copies of materials without permission from the publisher. Quantities are limited per visit.
- Resource books cannot be checked out or removed from the building.
- Equipment, VHS/DVDs, posters, games and other materials for loan must be checked out with a staff member at the front desk. All items are for a 2 week checkout period. Please do not pass materials on to another teacher as someone may be waiting for their return.

All TRC members are encouraged to help make our Center better by offering suggestions about resource materials, equipment or other items that would be good additions to our collection. Suggestions about improving operations or services are also welcome.

Don't hesitate to ask for assistance. We are here to help!