



## **General Information**

*The Resource Center is a program of a non-profit organization that supports the teachers of Bartow County.*

Membership is granted to employees of member schools and to individuals paying the annual membership fee.

## **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 4<sup>th</sup>, 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](mailto:kimk@bartowtrc.org)  
Debra Payne, Member Support Pam Hilley, Member Support  
Susan Wilson, Member Support Brenda Pettit/Cherie Flinger, 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
- Parent volunteers are encouraged for each classroom to assist the teacher

- Die cut requests are completed by the Community Based Instruction (CBI) students



## General Policies and Procedures

- **Please have your school identification with you.**
- Always sign and out in at the front desk. Be sure to note your school and the date.
- Persons serving as *substitute teachers, interns, and student teachers* are extended membership privileges while assigned to a member school with the understanding that all materials created are property of the member school.
- Support personnel including aides, administrators or special areas teachers are extended privileges at no additional cost. Support personnel may not exceed the registered teachers.
- **Parent volunteers** are requested to have a registration form submitted annually (signed by the school administrator). Please fax, email or give the completed form to your volunteer.
- Parent volunteers are welcome during the school year. Summer hours are reserved for members only.
- **Children are not permitted in the facility.** This rule is instituted for the safety of the children and for the efficiency of those working in the Center. There are numerous pieces of equipment that 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 or 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 staff by completing your projects in a timely fashion.
- 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. Please consider printing in black and white rather than color.
- Lamination of projects for school 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 for personal use. Projects are to be completed on site.
- 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.**
- Equipment, VHS/DVD's, posters, games and other materials for loan can 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!***