# Library Policies and Procedures

1. Please sign in AND sign out when using the library unless your teacher is here with you. (Teachers sign up in advance and have priority)
2. **NO FOOD, DRINK OR GUM** near the books or computers. Please leave it all outside.
3. Keep the volume level of your voice down very low. It is much more polite to walk across the room to talk quietly. (whisper, please)

Books & Media

1. Use computers for class work and school related assignments ONLY. Activities such as Paint, Mathgames, etc. Must Be Assigned.
2. Printing should be previewed. Make sure there is nothing from your computer that would make it print twice or print “blank” pages. Take your time and LOOK first. If you are not sure how just ask for help, but be specific about what you are asking.
3. Books are checked out for fourteen calendar days. If a due date falls on a non-school day books must be returned that next school day.
4. Most books may be re-checked two times unless other students have requested them. Just bring in the book to rescan.
5. SOME Reference books are restricted to Library Use Only or Overnight.
6. Video and Audio recording have a three day checkout limit, BY SPECIAL PERMISSION.
7. Late fees are assessed at the rate of ten cents per day and may be paid in cash or traded for time worked in the library. Do not wait to return or repay. It will cost you more.

Remediation time may be spent in the library if you are not assigned to another location. Don’t be late, it’s still a detention for tardiness.

All Library and school rules should be followed.

Failure to remain quite may result in disciplinary action.

The Library is a great place to study and read peacefully. Please do not spoil it for someone else.

**NO FOOD, DRINK OR GUM** . Please leave it all outside.

Student Reminder:

Websites must be approved each time you use them unless they are specifically assigned that day.

Absolutely NO u-tube or music.

No downloads of any kind unless approved.

COMPUTER USE IS LIMITED TO ASSIGNMENTS AND RESEARCH. If your teacher didn’t assign it, get permission first.

RETURN YOUR BOOKS

ON TIME!

Check your Due date and avoid a fine