



# Library Policies



Because so many people use and rely on our Library, procedures have been developed to ensure that it operates smoothly and orderly. These procedures **must** be followed.

## When Students Can Use the Library

1. Before school from 7:40 am until the start of homeroom.
2. During periods 1 - 7 and lunch periods A, B, and C:
  - a. as part of a class that has scheduled time in the Library,
  - b. with a pass from a teacher for a specified purpose,
  - c. with a pass from lunch (students go directly to the cafeteria where up to ten students may receive passes),
3. After school until 4:15 pm Monday through Thursday and until 3:00 p.m. Friday.

## Circulation of Materials

1. Most books circulate for two weeks. Reference books, back issues of magazines and newspapers, Vertical File items, and audio-visual items circulate for one night. Reference books cannot be signed out until the end of the school day and must be returned before homeroom of the next school day. Inter-Library Loan (ILL) materials circulate for two weeks.
2. Items can be renewed up to two times unless a hold is requested by another patron. Reference books cannot be renewed. Books more than 5 days overdue cannot be renewed. ILL books can be renewed only with the permission of the lending library and cannot be renewed once they become overdue.
3. Students can sign out up to 3 books at one time. Only 3 Reference books and audio-visual items can be signed out at one time.
4. Students who have more than one overdue item, an item more than 10 days overdue, an overdue Reference book, or an overdue ILL book will not be permitted to sign out any additional material.
5. Current issues of magazines and newspapers can only be used in the Library.
6. There are no overdue fines, but report cards are withheld from students who have overdue material.
7. Students must pay for lost or damaged material. The price of a lost item will be the cost of replacing the item with the same or a work determined by the librarian to be comparable. The price of a damaged book that can be repaired is \$10. If the book is beyond repair, the student must pay the replacement price. The price of a lost or damaged magazine will be \$4.99.

## **Use of Library Computers and the Internet**

1. Academic use of the computers has priority over non-academic use.
2. To use the Internet, a student must have on file with the main office a signed Acceptable Use Policy Student Contract and Parent/Guardian Agreement.
3. Students are expected to follow the Technology Rules of Conduct as presented in the Acceptable Use Policy.
4. Students may print a single copy of web documents and computer files. Students should avoid printing lengthy documents. If a student needs multiple copies, they are expected to make them on the photocopy machine in the library and pay ten cents per copy.

## **Expected Behavior in the Library**

1. All behavior should be congruent with the academic nature and purpose of the Library. Any behavior that disrupts someone's right to a quiet place to work is inappropriate.
2. Food and drink are not permitted in the library.
3. Use of MP3 players or other entertainment devices is not permitted in the library. Headsets are available at the Circulation Desk if students need to listen to an audio presentation for academic purposes.
4. During the school day, students needing to use a bathroom must sign out at the Circulation Desk and sign back in when they return.
5. Students who need to go to their locker must receive permission and a pass from a member of the library staff.
6. Except when permission is granted for students to work as a group, only four students are permitted at a table.