

Library Policies and Procedures

Hours: 7:45 a.m. to 4:30 p.m. daily, unless closed for special events.

Code of Conduct: Students are expected to be respectful of others in the library.

School Rules: Students need to sign in and present a pass from their teacher at the circulation desk when they are in the library during class time. No more than 5 students on one pass are allowed from a classroom. When students leave, they need to sign out at the circulation desk.

Food and Drink: Food and drink are NOT allowed by the computers, but is allowed on the table-side of the library.

Electronic Devices: Students may use their phones or listen to music with headphones as long as they do so in a respectful manner. Students having loud conversations on their phones may be asked to take their calls outside the library, or to turn down their music if they are playing it too loudly on their headphones.

Collection: The collection is organized by fiction and non-fiction and is classified by the Dewey Decimal system. A variety of research databases are available, and can be accessed both on campus and at home. Check with library staff to get the home log in information.

Checkout: A staff or student ID number is required to check out materials. Up to six books may be checked out for 15 school days, not including weekends or school breaks. Returns are made to the library. Students may renew books, as long as they haven't been requested by another person.

Requests/Reserves: Staff and students may reserve a book at the circulation desk. Once a request is filled the book is held for one week.

Overdue Materials: Students are responsible for returning books on time. Overdue fines are 10 cents per school day. Overdue notices are sent out to students' school email accounts regularly.

Damaged and Lost Materials: If a book is damaged beyond repair or lost, students will be charged the replacement cost of the book. The damaged book will be held for one month for the student, as the book now belongs to them. At the end of one month, the book will be discarded. Students may also replace damaged/lost copies with used books that are in good condition. Outstanding fees will be deducted from their deposit at the end of the year.

Internet Use: Students are required to sign an Acceptable Use Policy on registration. Students may only play Cool Math Games on library computers. No other video games, chat rooms, or adult websites are allowed. Students engaged in non-educational use will be asked to relinquish their computer if others are waiting.

Printing Privileges: Only school related printing is allowed. Please limit print jobs to 10 pages or less. If you need to print a larger job, or need copies made, please see your school office.

Class Scheduling: Teachers may sign up in the library to reserve space for class visits on a first come, first served basis. Students working on computers may be asked to relinquish them for class use.

Banned Book Policy: It is the library's policy to not ban books. If there is an item in the collection you are concerned about, you may contact your school principal.