

Library Policies and Procedures

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

School Rules: Passes are needed during class time, no more than 4 students on one pass are allowed from a classroom. Passes must include students' names, date, time left room, and the teacher's signature. Library staff will initial and time passes when students leave. No food, drink, headphones or other electronic devices are to be used in the library.

Collection: The collection is organized by subject and is classified by the Dewey Decimal system. Database access is available both on site and at remote stations.

Checkout: Student ID is required to check out materials. Up to six books may be checked out for 3 calendar weeks. Returns are made to the library.

Requests/Reserve: Staff and students may reserve a book at the circulation desk; reserves are held for one week. Teachers may request project materials for classroom use.

Overdue Materials: Overdue notices are sent regularly to homeroom teachers for distribution. Borrowing privileges are suspended until overdue items are returned.

Lost Materials: Students are limited to one checkout until lost materials fees are paid. Outstanding fees will be deducted from your deposit at the end of the year. Diplomas are held until the replacement fee is paid.

Internet Use: Students are required to sign an Acceptable Use Policy on registration. No chat room, CD or game playing use is 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 -- print only if necessary.

Copying Privileges: We will make copies of up to five pages or school related information upon request.

Class Scheduling: Teachers may sign up in the library to reserve space for class visits to the library and/or the computer lab in room 49.