

Policies & Procedures

Library Books

- Can check out four books at one time.
- Books check out for two weeks.
- Cannot check out books if student has a fine or an overdue book

Fines and Overdues

- Fines are five cents a day per book, maximum fine of \$3.00 per book.
- Students are encouraged to pay all fines and lost book fees by the end of school each year.
- Students are charged for all lost books

Computer Use

- Students are not allowed enter chat rooms, download files, play games or music, or visit blogs while on library computers.
- Student use of the computers is monitored by the librarians and students can be removed from computers for inappropriate use.
- Students needing to use the computers for school work take precedence over students using them for recreational purposes.
- Students may not print personal pages - only school related materials may be printed.

Entering the library

- All students entering the library must have a signed pass from the teacher, unless they are coming with their class and teacher.
- Students may come to the library before school but must stay in the library until the bell rings for first period.