

Library Procedures

- Library items may be checked out for two weeks and then renewed again for another two weeks.
 - A maximum of five books may be checked out at one time.
- To renew an item, students must see the librarian and show their student I.D. and/or bring the item in.
- If the item is not renewed or the date of renewal passes, the item is overdue and fines apply.
- Overdue fees for library items are five cents a day. The maximum fine is \$5.00 per item.
- Overdue notices are sent out to students once a month.
 - All fines must be paid by the end of the school year including textbook damage fees.
- Students with overdue books may not check out additional books.
- Once a book has reached the maximum fine, or at the end of each semester, students must return the book with the fine or be charged the replacement cost of the book.
- Printing and copying are five cents a page (not in color).
- Textbook damage fees will be updated at semester and the end of the year. All fees must be paid before the new school year.
- For lost items, replacement fees will be charged at the end of the school year. Any lost item returned before the first week of the new school year will be refunded.
- All library fees will be paid in the library or in the business office.
- Summer textbook checkout/independent study textbook check out procedures:
 - Any parent or student wishing to check out textbooks during the summer or for independent study will need to put down a \$50.00 deposit per textbook.

- Deposits will be held until the textbook is returned. Textbooks checked out for the summer must be returned by August 31. Textbooks checked out for independent study during the school year must be returned during textbook return at the end of the year.
- When textbooks are returned, the deposit will be returned to the parent or student.
- If textbooks are not returned, the deposits will be cashed and the student will be charged a replacement fee, if the textbook's cost exceeds the \$50.00 deposit.

Library Expectations

- Students will remain quiet and work by themselves in the library unless they have a group pass.
- At any time during school hours, students must have a pass to be in the library.
- Computers are for research, homework, grade checks, and email only.
 - Anyone found not doing homework or research will be sent back to their assigned study hall.
- No food or drink in the library. Only water bottles are permitted.
- No headphones unless the student has a pass from a teacher.
- Students will be given one warning for disruptive behavior and then sent back to class.
 - Students who are continually disruptive or sent back to class for improper use of the computers may lose their library privileges, among other consequences.
- Forging passes is an integrity issue. Any student caught forging a library pass will be referred to the Assistant Principal.