

Library Media Center Use Policy

The following rules are established to provide an educational environment for all who need the services and resources of the library media center. All classroom and building rules apply in the library media center as well. Failure to follow these basic rules could result in restricted use of the library media center.

1. Students must have a pass to use the library.
2. All students must report to the circulation desk and sign in.
3. Students must sign out at the circulation desk and have their pass signed to return to class from the library.
4. Computer use must be for academic purposes.
5. Academic classes have preference over individual students in using library resources.
6. When the library is closed, **NO STUDENTS** are permitted to use the library without the supervision of a teacher. **No exceptions!**
7. There is a **two-week check out period** for books.
8. Students receive a **checkout receipt** when checking out items from the library media center. This receipt displays the items **due date**. Students are responsible for all items checked out in their name.
9. If a library item is lost or damaged, a **fee** will be applied to pay for the replacement of the item.
10. **Student may pay fees at any time during the school year. All seniors must settle fees before graduation. Report cards could be held for anything owed to the library.**

PRINT STUDENT NAME

Student Signature

PRINT PARENT/GUARDIAN NAME

Parent/Guardian Signature

Date Signed _____