

LIBRARY-RESOURCE CENTER

Hours

Open daily half an hour before school starts to 4:00 P.M. on full days and until 12:00 on minimum days unless a school event or meeting is scheduled.

Library Rules

1. Students who utilize the library are expected to work **quietly**.
2. Students are required to show a pass from the teacher.
3. **No food or drinks (excluding bottled water) are permitted.**
4. **After School:** Students may use the library until 3:15 at which time **ALL** students will be required to check into F.A.S.T. FAST advisors will be allowed to send students to the library for time periods to be determined by school officials. The number of students allowed per time period will be limited.
5. Scheduled classes will have first priority at the computers. All other students must check in with the librarian and will be assigned to a computer
6. Students will be issued ONE student I.D. card at the beginning of the year. **This ID card serves as a student ID, library checkout card and lunch card.** If this card is lost, a new card WILL NOT be issued until a \$10.00 replacement fee has been paid. Once issued, students are expected to have their ID card during school.
7. Students are allowed four check outs at one time for a two-week period, if there are no overdue books or unpaid replacement charges. Students can renew materials if there is not a HOLD on their items. If a book is lost, there will be minimum \$25.00 replacement/processing fee. All reference material pages will be copied free of charge.
8. Students with overdue books may not check out any additional materials until the books are returned or replacement charges collected.
9. Students are able to word process and print school-related papers. **It is highly recommended that if you are typing something at home, you save it to a USB/flash drive in the format of that program as well as an “rtf” document. We do not have access to MS works. Save those documents as Rich Text Format!!**
10. Inappropriate use of the computers, including the Internet, will result in suspension and/or possible expulsion. Please refer to the Technology Use policy listed in the handbook.
11. Report cards will be held if a student owes books/fines.