

LIBRARY RULES:

- All school rules apply in the library.
- Food and beverages are not permitted. Only water is permitted and may not be in the computer areas.
- Be considerate of others who are working.
- Use a quiet voice.
- Appropriate language only.
- Put cell phones on silent; turn off keypad tones. Step outside to talk on phones.
- Use headphones when needed and make sure they are not audible to anyone but the user.
- Before a student leaves the library area. students are expected to return all materials, throw away any trash, and push in their chairs. If using the computers, students are expected to clean up their area, log-off the computer and push in their chairs.
- Use computers and Internet in accordance with the district's Internet Acceptable Use Policy Form and instructions from Library Staff.
- Check out all materials at the circulation desk before taking them from the library.

INTERNET/COMPUTER USE:

Students must have a current AUP (Acceptable Use Policy) on file to use the computers.

CIRCULATION POLICY:

- Books/e-books/audio books are checked out for three (3) weeks (15 school days).
- They may be renewed for another three (3) weeks unless they have been reserved.
- Lost or damaged books: Charged for the cost of actual replacement of the book.
- You are RESPONSIBLE for all materials checked out under YOUR name! Do NOT check out books for other students.

FINES AND FEES:

Students will be charged for overdue, lost and/or damaged materials. Cost of the materials is determined by the cost of the book at the time of purchase. Students may log in to their Destiny Follett account at any time to check their status.

- Notices will be issued via the school's email every day.
- Students will be held responsible for overdue and /or lost materials.
- Books - \$.20 per day up to \$5.00 per book (calculated on school days only)
- All fines and replacement fees must be paid before students register for fall classes, attend Prom, receive their yearbook and other various school functions. Graduating seniors must also clear fines and fees in order to participate in the graduation ceremony.

PRINTING:

- Log on to a PC. Be sure to choose printer BHS 108 Library.
- When printing from the computer, please do a "print preview" to see how many pages you are printing. Plan to print only the pages you need. You can always cut and paste to a Word document.
- Printing in color is .25 per page. Please see Mrs. Baxley.

CONSEQUENCES:

Students not following library rules will be asked to leave. If student continues to disobey library rules, student may lose loss of library privileges.