



THE LIBRARY RULES

1. Library time is for the selection of reading material. You will have ten minutes in the library in which to choose books and magazines.
2. From a study hall teacher you will be given a day and time specific library pass. You will have one pass per week, so don't expect one during every study hall.
3. You will be expected to take your library books to study hall, so there is no need to go to your locker in the middle of the period.
4. Upon entering the library give your pass to Mrs. Hartley or place in small white basket on the check-out counter. After you check-out your books she will return it to you to take back to your study hall teachers.
5. You may have two items checked out at a time.
6. Check books for damages before checking them out; once they are checked out you will be responsible for any damages. Fines for damages vary according to severity.
7. Books are checked out for two weeks, magazines only one.
8. There is a \$0.05 fine per school day for each item overdue.
9. There is a \$1.00 fine for damaged barcodes
10. Notices will be sent to your homeroom weekly. **They are a courtesy reminder only. Be aware of your due date – Write it in your agenda.**
11. Notices will not calculate fines until books are returned, however fines start accumulating the day after the item is due.
12. Students with fines and/or books more than a month overdue will be issued detentions weekly until the situation is remedied.

