



LIBRARY POLICIES

HOURS

Monday—Friday: 7:45 – 4:00

LIBRARY PASSES

Students must have a pass to use the library during the school day.

All students who would like to visit the library during their study hall should see the librarian before school or during passing period to pick up a pass. Students with study hall passes must have the passes signed by their study hall teacher. Passes are no longer required over the lunch period.

CHECKOUTS

Books: 4 weeks

Reference Material: Overnight with staff permission

OVERDUE MATERIAL

Overdue fines are 10 cents per day.

LOST MATERIAL

Students will pay full replacement price for all lost or damaged material. Refunds will be given if the lost material is found.

COPYING MACHINE

Black and White: 5 cents per page

PRINTING

Students are not allowed to print or copy entire Web pages of more than 3 pages in length without librarian permission (check print preview before printing). Students are allowed to print one copy of their work. If students are working on a group project, the rule is one copy per student in the group (maximum of four copies total). Power points must be printed as handouts (6 slides per page).

To print in color the student must share the document online with the librarian (50 cents per page)