

Want to go to the library?



Mrs. Semonis and I want you to come to the library! Library hours are 7:45 – 3:15. There are expectations and rules that you need to be aware of. When these rules are followed, the library can be a fun place, but we need your help! Please refer to the rule and expectations of the library.

Library Expectations

- Arrive on time with a pass.
- Have an academic purpose – read, research, type, etc.
- Remain on task and quiet
- Be polite, respectful, and courteous

Rules

- **You must have a pass to enter the library and a pass to leave the library.**
 - Includes bathroom breaks, locker stops, and returning to class
 - You must sign in and out upon entering and leaving the library
 - No more than 4 success center students/coach during 1st and 2nd hours, and no more than 3 success center students/coach during 3rd, 4th, 6th and 7th hours.
 - You are to leave for the library together. Bathroom or locker stops are unacceptable...come to the library first
- **Success Center Students with a C or better in all courses are eligible for a library pass.**
- **Computer Use – You must have a pass from a teacher with the stated assignment. No games.**
 - The only exception would be to use Skyward
 - You may print the first 5 pages for free. It is 5 cents per page after the first 5 pages.
- **No food, candy, gum or drinks.**
- **Sit alone at a table in the back of the library.**
 - A teacher's pass with the assignment is required when working in a group
- **When finished with homework, read silently.**
- **No games or social networking on Smartphones.**
- **Success Center Students can come to the library no more than 3 times per week.**

- Any additional time must be before or after school
- **You must be on task and working.**
 - Failure to remain quiet and/or working will result in being sent back to class or possible further disciplinary action

Consequences of Inappropriate Behavior

1st Offense: You will first be warned. If you continue to disrupt the library and/or not follow the library policy, you will be sent back to the Success Center, suspended from the library for a week, and your Success Center Coach will be notified.

2nd Offense: You will first be warned. If you continue to disrupt the library and/or not follow the library policy, you will be sent back to the Success Center, suspended from the library for 3 weeks, and your Success Center Coach and parents/guardian will be notified.

3rd Offense: You will first be warned. If you continue to disrupt the library and/or not follow the library policy, you will be sent back to the Success Center, suspended from the library for the remaining semester, and your Success Center Coach and parents/guardians will be notified.

If you refuse to follow directions and challenge Mrs. Lock/Mrs. Miller with their decision then you will be sent back to the Success Center, given a detention, suspended from the library for the remaining semester, and your Success Center Coach and parents/guardians will be notified.

Checking Out Library Materials

- Books, with the exception of reference and magazines, are checked out for two weeks. Items may be renewed by bringing the items back to the library and requesting renewal.
- Reference materials are checked out overnight only.
- Back issues of magazines can be checked out for a week.

Fines and Collection

- 5 cents per day
- Reference materials 25 cents per day
- Fines do not accrue on days when the Library is closed.
- Fines for damaged materials will be assessed at the librarian's discretion. If you lose a book, you MUST pay for it.
- Patrons with fines over \$ 5.00 and/or overdue items may not be allowed to check out additional materials.
- **It is the student's responsibility to take care of Library obligations.**

Thank you for following the rules and making the library a fun and enjoyable experience for everyone!

