

Hours

- Normal hours:
 - Before School: 8:25 a.m.-8:55 a.m. Monday-Friday
 - After School: 3:55 p.m.-4:10 p.m. Monday, Wednesday, and Friday
 - Tutorial Hours – 3:55 p.m. – 5:00 p.m. Tuesday and Thursday
- Students that would like to visit during class time, will need to arrive with a Library/Media Center Student Pass, signed by their Teacher with the purpose of the visit and the date and time. Otherwise they will be sent back to class. No more than 6 students from 1 class are permitted to visit at one time.

Loans and Fines

- Students
 - Books: Students may check out two book at a time, each for a 2 week period.
 - Audio: Students may check out one audio book at a time, for a 2 week period.
 - Video: Students currently are not able to check out videos.
 - Total check-outs for a student are no more than two (total) items at a time.
 - A book may be re-checked once for an additional 2 weeks. After the second 2 weeks, it must be turned in to allow others the opportunity to check it out.
- Faculty & Staff
 - Books for classroom use: 30 book maximum for a 2 week time period.
 - Books for personal use: Policy matches that of student checkouts.
 - Audio: Two item maximum for a 4 week time period.
 - Videos: One week check out, limited to 3 videos at a time. PG13 movies require approval from the school Principal.
- The following items are available for use while in the Library: Reference materials.
- Fees
 - If the book is not returned, the fine is equal to the replacement cost of the item.
 - Students will not be allowed to participate in reward activities if they owe a fine.
- Damage Fees
 - If a book is returned damaged, the student is financially responsible and will be assessed a damage fee.
 - Students will not be allowed to participate in reward activities if they owe a fine.
 - The amount of the fee varies based on the amount of damage and the reparability of the book, ranging from 10%-100% of the cost of the book.
 - "Damage" includes but is not limited to torn or folded pages, writing in or on the book, damage to the cover or binding, or foreign substances such as liquids or drinks, food, gum, mud or dirt, stickers, or adhesives on or in the book.

Computer Use

- Students must have a District Computer Use form, signed by a parent and the student, on file, before they are allowed to use a computer with Internet access, as stated in District policy.
- Computers in the Library/Media Center will be used for educational purposes only on a first come, first served basis. Games, pictures, music or videos that are not directly related to a class assignment will not be allowed.
- During their computer use in the Library/Media Center the student will be held responsible for their actions while at the computer and will be expected to adhere to the guidelines of the Acceptable Use Policy.

Printing

- Students must get approval from library staff before printing.
- Students may print up to 10 pages from the media center printer at no charge.
- Students may print items related to student created work (i.e. essays, projects, pictures for projects, research information, and presentations)
- Printing of non-educational materials is not permitted (i.e., jokes, song lyrics, graphics, love poems, game codes, etc.)