

Library Information:

The purpose of a library is to promote learning in a quiet atmosphere. Students are asked to maintain a quiet atmosphere so that everyone using the library may work undisturbed. All students are welcome to use the library to read, research, study, and complete school assignments. **Students must bring a yellow pass from their classroom teacher when coming to the library.**

- **Library Hours:**

- The library opens at 7:30 AM every morning and remains open until 3:30 PM. Students can make arrangements with a librarian to stay until 4:00 PM for research/academic purposes.
- **Students must have a yellow pass to enter the building early if they are going to the library before regular school hours.** Occasionally during the year, the library will close for single class use, receptions, and standardized testing.

- **Checking Out Library Materials:**

- Students may check out two books at a time. Books are checked out for two weeks and may be renewed, if necessary, when brought to the desk for rechecking. Reference books may be checked out for overnight use only. At times, some materials may be put on reserve and may be checked out only for overnight use. Reserve/reference books must be returned before 8:00 AM the following morning. **All materials must be checked out before they are taken from the library.**

- **Fines for Overdue Materials:**

- Excluding weekends and holidays, the fine is \$1.00 per day for overnight materials and \$.10 per day for two-week materials. Since fines stop accumulating when the materials are returned, students should return overdue materials even if they cannot pay the fine at that time. **Students are responsible for all books that they check out and must pay for any damage or loss.** All fines and lost materials must be cleared by the end of each semester.