

# LIBRARY GUIDELINES

The library is not an escape from study hall. It is a place to work. Students come to the library to check out books, read magazines, use computers for classwork, and study.

**Sign in** When you come to the library you must sign in personally. No one else may sign in for you. Print or write your full name clearly. If it is illegible you will be asked to leave.

- You do not need to sign-in if you are just printing a job sent to the cloud from outside the library. Print and leave.

## **Study Rooms**

- Occupancy is limited to 3 persons except for seniors (4).
- These rooms are for
  - Working quietly together on school work.
  - Working quietly as individuals
  - Not for visiting
- Laptop or tablet use is generally not allowed in study rooms (This includes seniors)
- Permission to use a single laptop/tablet may be sought if it is pertinent to working on a group project. The screen must face out of the room. Individual use of devices should be done at a table or chair as described below.
- Not following study room guidelines can result in losing study room privileges.

## **Computers, Laptops, & Tablets**

- When used at tables or chairs the screens must face the help desk.
- \*Playing games, watching video, or using social networking on computers or tablets is not permitted. #Seek permission before using educational gaming for class, such as “coding games”.
  - \*Breaking this rule will result in losing library privileges except for printing and book checkout and return. Generally, the loss of privilege 1<sup>st</sup> offense is one month.
  - You may ask permission to watch class assigned videos like Khan Academy.
  - Team Sports videos are not allowed. Do that in your free time.
- **Seniors** In the open library area seniors do not need to have screens facing the checkout desk but if you are found to not be using them appropriately, you will lose library study privileges. I have high expectations for seniors so failure to follow guidelines will have equally high consequences. Set a good example.

**Booths** Group study is allowed but your voices must be kept to a whisper. No more than 3 people per booth. Laptops are not allowed except for seniors, see note above.

**Book Bags** must be kept on the floor. If it blocks a screen you will be asked to leave the library.

**Headphones** Generally headphones are not allowed. Permission may be granted on rare occasions for schoolwork. (example: Khan Academy with permission)

**Email** You may use email only for school related or college admissions purposes.

**Etc.** These Guidelines are a work in progress. Check back for updates.