

## Library Media Procedures

1. Make sure you have

Library Pass SIGNED by your teacher.

2. No backpacks, big purses, hats or head coverings allowed in library.
3. Current student ID or ID number and name verification is required to check out all materials.
4. No loud talking please.
5. Follow KUSD computer network rules.
6. Remain with your class in the area assigned.
7. Be courteous and respectful to staff & students.
8. Students on a pass who are not on task will be sent back to class.
9. NO gum, food, drinks, or water in the library.
10. Do not leave your personal belongings behind. Bring your own pencils, pens, paper and supplies.

Follow all school rules when in the library.

### Consequences

1<sup>st</sup> offense-Verbal warning

2<sup>nd</sup> offense-1 week library suspension & referral

3<sup>rd</sup> offense-Remaining quarter library suspension & referral

**Students and teachers are not permitted to check out materials for other individuals.**

### General Books

Checkout - 2 weeks

2 books/materials per person

**Periodicals, Magazines, and Reference Books do not circulate outside of the library**

### Lost or Late Books

**Books not returned within 30 days will be considered lost and charged a lost fee equaling cost of book. After each quarter, unpaid fines will be sent to Collections Agency with additional \$25 fee.**

### Non Print Material

Checkout - 1 week