

Policies of the SGENS Library

Use of the Library:

- Eating and drinking are not permitted anywhere in the Library. Please dispose of food and cap any drinks before entering.
- Please do not lean back or stand in the chairs. Sit with your feet towards the floor. Chairs should be returned up under the table when you are finished.
- The library is a refuge of quiet and study. Please be kind and do not talk loudly or misbehave. Use your quiet voice at all times.
- Please walk in the Library.
- Make yourself comfortable but please share your space.
- ALWAYS USE A SHELF MARKER WHEN SEARCHING FOR A BOOK. THEY ARE LOCATED IN THE GLASS JAR AT THE CIRCULATION DESK.
- Pick up after yourself. Replace any puzzles, toys, books, or other materials that you use and do not leave trash or discarded materials laying on the floor. Put things back where you found them!

Books and Materials:

- ALWAYS USE A SHELF MARKER WHEN SEARCHING FOR A BOOK. DO NOT RESHELVE BOOKS UNLESS ASKED TO DO SO BY THE LIBRARIAN.
- Materials that you are returning should be placed in the return bin located at the circulation desk.
- Students are allowed to check out only TWO (2) books at a time. Special permission for increased check out may be given by the librarian or another teacher.
- Students with overdue materials will not be allowed to check out any books until those materials are returned.
- There are no self check-out procedures for the library. Please see the librarian or the circulation desk for more information.
- All audio-visual and technology equipment must be checked out at the circulation desk. Only teachers may retrieve such items.
- Lost books or other materials may be replaced for a \$20.00 fee. This is refundable if materials are later found.

Computers:

- Library computers are for school use only.
- It is the student's responsibility to insure all guidelines of the SGENS Acceptable Use Policy are followed.
- Please be courteous to others waiting to use the computer. (Know what you want to do before you sit down.)
- Lab computers should be used for completion of work, library computers should be used for research or library catalog searching.

Last revised on July 31, 2009