

HOURS

The library is open for staff from 7:30 a.m. until 3:30 p.m. Student use hours are from 8:00 a.m. until 2:00 p.m., with a pass.

CHECK OUT PROCEDURES

Students in K-1 will be allowed one book per check out. Students in grades 2 - 5 may borrow up to 2 books for check out provided they have no overdue books. All students (except K) will be required to sign a letter stating they understand that they will be responsible for lost or damaged books and attend an orientation before they will be allowed to check out books. This letter must also be signed by their parent/guardian. This letter will be kept in the Library/Media Center on file.

COMPUTERS

Students and their parents will be required to sign the Code of Student Conduct form which allows them permission to use the internet while at school. Please do not send students to use the computers in the Media Center if they do not have signed permission. There is a block of computers that can be used for research and AR quizzes.

However, if there is a class scheduled in lab, these students will be sent back to class.