|  |  |
| --- | --- |
|  | **Library Expectations**  While in the library, treat all people and the environment with respect, and maintain an academic environment at all times.   1. Use a quiet voice. 2. Use computers, equipment, and other library resources for educational purposes. 3. Refrain from moving computers and peripheral. Contact the librarian concerning any problems. 4. Eat all food and drink outside the library and keep working areas clean by throwing away all trash and pushing in chairs. 5. Follow DHS and SCS policies when in the library, including no cellular devices during the school day.   ​  Students violating any of the above guidelines may lose library privileges for the day or a more extended period of time. Serious or repeated violations will be handled by an administrator and will result in disciplinary action. |

|  |  |
| --- | --- |
|  | **Library Usage Guidelines**  **Students** 1. Students must have an official hall pass during school hours. 2. Patrons must checkout materials with the librarian before taking them from the library.  Reference materials may only be used while in the library. 3.  All resources available for checkout have a two-week lending period.  4.  Students are allowed two checkouts at a time. 5.  Students will be charged the cost of replacing any lost or damaged materials. 6.  Overdue or unreturned materials will result in the loss of checkout privileges. **Groups** Small groups (2-4 students) may be sent to the library with a pass. The pass should have the full names of students and the teacher name legibly written. There should be times noted for when students leave the classroom and when they are expected to return.  Teachers should make advance arrangements or call ahead to ensure library space is available.  Larger groups should be accompanied by the entire class and the classroom teacher.   **Classes** 1. Classes must be scheduled with the librarian at least three days prior to the date requested when library instruction is needed.  2. View the calendar and schedule classes online. The calendar can be viewed at [www.fdhslibrary.weebly.com](http://www.fdhslibrary.weebly.com)  3. Complete a Library Media Center Request form at the time of scheduling.  4. The library can be reserved for one week at a time. This will allow for equal access of the library. 5. One class during each period can be scheduled in the library at a time. 6. Teachers with scheduled classes must accompany students to the library and remain with students for the duration of the library visit. 7. Students must have an Internet Permission form (Student Access Release and Authorization form) on file to use the internet. This is a SCS Policy. 8. Classes will not be scheduled if the librarian is out for professional development. This will ensure library services are being rendered to students while maintaining the integrity of the library program. **Substitutes** Please do not schedule a library day when you know you will be absent.  For unexpected absences, the library day will be rescheduled upon your return.  **\*\*Changes to the library schedule and the above guidelines may occur when/if administration deems necessary.** |