



# Nicolas Knights - Library Policies

Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Grade: \_\_\_\_\_

## Media Center Hours: *Tues/Thurs 8am-3pm, Wed 12pm-3pm*

Books may be checked out only during official library hours when the Technology, Library, and Media Assistant (TLMA) is on campus. The library is closed at all other times. When the library is open, a sign will be posted outside, and students may come in 15 minutes before/after school, or during lunch for checkouts.

## Book Checkout, Renewal, and Overdue Policies:

Students may check out 2 books for 2 weeks at a time. Books may be renewed once (4 weeks of reading time). A book must be brought to the library to be renewed. Additional renewals for longer books may be allowed, at the discretion of the TLMA. Overdue notices are sent to homeroom teachers weekly, and to student emails automatically. The use of library books is a privilege, not a right. Students who do not abide by policies risk losing their library privileges.

## Consequences for Overdue, Lost, and Damaged Books:

Overdue Books: Please make every effort to renew or return books on time. A student with any book overdue may not check out another until the overdue is cleared.

Lost Books: Books will be considered lost after the book has been overdue for 4 weeks (28 days). Guardians are asked to help locate lost books as quickly as possible to reinstate library privileges. If a book is truly lost, students may make a donation up to the replacement cost of the book, replace the book, serve a detention, or help in the library during nutrition/lunch to clear their account.

Damaged Books: All library books should be treated with care. Damages up to the replacement cost of the book may be assessed for any negligent or deliberate damage. Damages may be cleared in the same manner as lost books.

## Technology Checkout:

All students will have a District iPad checked out directly to them in August. The iPad and accessories (case, block, and cable) must be returned in good condition at the end of the year. Students with tech problems should fill out a Student Repair Form (link on iPad home screen). Students will be called from class to the Media Center for iPad repairs. iPads with severe damage will be reported to the administration. A damage report will be filled out and the consequences of the damage will be communicated to the guardians. Lost or stolen iPads should be reported immediately, and a police report must be filed.

**Improper use of technology may result in loss of use of technology resources.**

I have read and understand the Library Policies: \_\_\_\_\_

(signature)