Welcome to the Middle School Library! As a Middle School student you may use the library for book exchange, research, and as a reading space. The library is open at various times during the school day to study, read, and check out and return books.

Each student will come to the library once a week. During that time we will have a library lesson, check out books, and you may take AR tests.

**Circulation and Fines**

Books from the general collection are circulated for two weeks and may be renewed as often as needed.

All reference books may be used in the library.

Magazines are available for reading in the library but do not circulate.

Students are expected to return books on time. Students with overdue books will lose the privilege of borrowing or renewing library books until their obligations are fulfilled. If students do not return their books on time, there will be a $.25 fine per day that it is late. Students with overdue books will also have report cards withheld until they meet their obligations.

Students will be held responsible for the cost of lost or damaged books or other library materials checked out in their name.

**Library Rules and Procedures**

You must have a pass to visit the library during the school day.

When you enter the library, you must get your pass signed and sign your name, the time and the name of the teacher who sent you on the sign-in/out sheet.

When you leave the library, you must get your pass signed again and put the time on the sign-in/out sheet.

When you visit the library, you are expected to have something to do, whether it is checking out or returning a book, reading, studying or research. If you are not keeping busy, you will be sent back to class.

Library computers are for school work only. Using the computer for other purposes will result in you being asked to leave the library, and may result in you losing your network privileges.