

# Library Policies & Procedures:

## Circulation Policy:

- Students can check out most books for 3 weeks at a time
- All materials can be renewed unless the material is on hold for another patron
- Students with overdue materials are not permitted to check out additional items until items are returned
- Payment must be made for any books that are lost or damaged
- No refunds for found materials after the school year ends
- Overdue notices will be distributed through your content classes

## Behavior & Responsibilities

- Please be respectful of other students and staff using the Library
- You are responsible for your own personal items
- Computers are for school work only
- Covered drinks and/or water are allowed, but not near the computers
- All other applicable school rules will be in effect in the Library

## Device Usage

- Devices may not be used to disrupt the educational environment or violate the rights of others, including, but not limited to audio, video, and image recording
- You are responsible for your own personal items
- Please keep phones on silent in the Library
- You must leave the Library to answer a phone call

## Computer Usage

- See [SCPS Acceptable Computer Use Policy #6301](#)

## Computer Accounts:

- Users are responsible for their own individual accounts and must keep passwords strictly confidential
- Users are prohibited from sharing accounts and passwords
- Any violations that can be traced to an individual account name will be treated as the responsibility of the account owner

- Users must log off all systems before leaving a computer or workstation or allowing others to use it

### **Computer Conduct:**

- Students should treat SCPS electronic property respectfully
- Using language, pictures, or other material that is obscene, vulgar, abusive, or otherwise harmful to students is prohibited
- All use of computer facilities, networks, and other technology resources must be for educational purposes

### **Printing Rules:**

- Be wise with your printing!
- Use “**Print Preview**” to make sure you are not printing blank pages
- **Tip:** Download as a PDF when working with Google documents
- Print **double-sided** (page setup, under options, check the box)
- **No class sets/multiple copies for friends**