

# WESTLAKE HIGH SCHOOL LIBRARY MEDIA CENTER

## Rules and Procedures

- I. Hours: 7:00 A.M. - 3:40 P.M.; Monday – Thursday and 7:00 A.M. – 3:00 P.M.; Friday
- II. Passes: Passes are required at all times except before and after school and during lunch.
- III. **Individual students and small groups using the LMC**
  - A. One to five students may be sent to the LMC from each class; they may all be listed on one pass.
  - B. Please use yellow corridor passes when sending students to the Library. Please do not use scratch paper or tiny sticky notes. Tiny sticky notes cannot be stamped by the date-time stamping machine.
  - C. Students from one class should come as a group and leave together.
  - D. Students must leave their LMC passes at the circulation desk upon entering. The passes will be stamped with entry and departure times.
  - E. Students must leave the LMC at least 10 minutes before the end of the period so teachers can check the time stamp. Ten minutes prior to the period's end, all passes at the circulation desk will be stamped.
  - F. Students who do not return to class by the end of that period with a stamped pass should receive an unexcused absence for the period.
  - G. All students who are not participating in whole-class visits must sign the daily register, whether the student is unscheduled or on a pass. We keep statistics of Library usage and records of student attendance when necessary.
  - H. If one of the students in the group is not coming directly to the LMC, he/she should have a separate pass.
- IV. **Classes using the LMC Sign-up sheets (located in the Library Office) will be available to teachers at the beginning of the school year (not at the end of the previous school year; this is not fair to new hires).**
  - A. Teachers are requested to sign-up in advance indicating the unit to be covered and the LMC materials needed.
  - B. Teachers are urged to confer with the librarian as to the extent of support required, for example -- team teaching, subject bibliographies, presentation of materials or technology, materials to be placed on reserve, etc.
  - C. Teachers are expected to remain with their classes and maintain class discipline at all times in order to allow other students to use the LMC at the same time and not inhibit the library staff's accessibility to all students as needed.
  - D. Teachers may not sign up for more than three days in a row in any one lab or location. Teachers requesting Library instruction should sign up for the Library, not one of the computer labs. If your class does not require Library instruction or printed materials, please sign up for a computer lab and allow the Library to be used for collaborative teaching between teacher and librarian.
- V. **Study Hall and unscheduled periods.**
  - A. One to five students from Study Hall may use the LMC on passes from Study Hall teachers.
  - B. Students must leave the LMC at least 10 minutes prior to the end of the period and return the pass to the Study Hall teacher OR receive an unexcused absence.
  - C. Students from Study Hall may be allowed to use the LMC only if LMC resources are needed.
  - D. A student wishing to spend an unscheduled period in the LMC must present his/her validated student I.D. card. Students needing their I.D. cards validated are to report to the Attendance Office in the Administration building.
- VI. **Conduct**
  - A. Students using the LMC must not interfere with others working there. If there is group research in progress, LMC etiquette requires quiet conversation so as not to disturb others.
  - B. Noisy individuals or classes will be asked to leave.
  - C. Repeat offenders will be deprived of the use of the LMC for a period of one to two weeks.
  - D. Vandalism or theft of LMC materials will be dealt with severely by the administration.
  - E. No students are permitted to exit via the emergency door except in the event of a fire or other emergency. Violation of this rule will result in severe disciplinary action.
  - F. Bottled water is OK. All other food and beverages are not allowed inside the LMC.
  - G. No more than four students may sit together at any one table unless teacher-formed groups during class visits require other arrangements. Students will be asked to leave, and second offenses will generate detentions.
  - H. No I-pod or cell phone use is permitted in the Library. Students will receive a warning, then a detention upon the second offense, and then a referral and phone confiscation upon the third offense.
  - I. Off-task behaviors such as socializing, card-playing, etc. are not permitted. Students will be asked to leave. If the offense is repeated, students will receive detentions, then referrals for additional offenses.
  - J. Students must pay in order to print. If a student cannot pay, we will not give them the printed matter. We will no longer place fines on student accounts for print-outs that cannot be paid for at the time of printing. If a student has a financial difficulty and cannot pay, he/she must speak with the Library staff and the fee will be excused upon a teacher or administrator's verification of need.

## CIRCULATION POLICY

- I. Most books may be checked out for 3 weeks. All books are due on the date stamped inside the book pocket. Books may be returned before the due date if they are no longer needed.
- II. Students may check out up to 5 items at a time. Exceptions may be made under certain circumstances.
- III. Newspapers, pamphlet file materials, special loans, and reference books may be checked out for one day and are due on the following school day before second period. Magazines have a three-day loan period.
- IV. Students who wish to borrow a reference book must ask at the desk for special permission to do so.
- V. Certain reference materials may not be checked out:
  - A. Volumes in which only a small amount of material is needed by the students.
  - B. Titles which are heavily used.
  - C. Titles which are difficult to replace.
- VI. Loan periods will vary for books placed on the reserve list by teachers.

## OVERDUE POLICY

- I. The date a book is due is stamped on the book pocket, so that every student is aware of the exact date on which materials are to be returned to the Media Center.
- II. Students with overdue material will be sent an overdue notice and will be charged a fine of 10 cents per day for overdue regular loans and 25 cents per day for overdue one-day loans, special loans or reserve loans.
- III. No charge will be made for excused absences if the student was absent on the due date and has a note from the Attendance Office verifying the excused absence. Fines will accrue beginning on the first day the student returns.
- IV. After students have been sent an overdue notice, parents will be contacted by phone in an effort to retrieve the overdue materials.
- V. If materials are still not returned, students will be summoned by means of an excuse request and given an additional opportunity to return the materials. Students who do not return the materials when summoned will be given one day to return them or a detention will be assigned.
- VI. After the first detention has been assigned and the materials are not returned, students will be given a day to return them or a second detention will be assigned.
- VII. If materials are still not returned, letters of referral will then be sent to the Assistant Principal to be mailed home.
- VIII. Students with overdue materials will not be permitted to borrow additional M.C. materials until the overdue materials are returned and fines are paid.
- IX. Students whose records have not been cleared before the end of the semester will need to meet with the Assistant Principal in order to resolve the problem.
- X. Seniors who have not cleared their records by graduation will have their diplomas withheld.
- XI. Students must pay for all lost or damaged materials.
  - A. In the event of loss of the student's I.D. card, the student will be responsible for any material checked out on that card until loss of the card is reported to the librarian.
  - B. I.D. cards may be replaced at the student store.
  - C. Students must pay for lost books in addition to fines accrued. Once a book has been reported lost, fines stop. If a book is later found and returned in good condition, before a replacement has been purchased, the price of the book will be refunded.