

HTHS Library Media Center Policies and Procedures

The HTHS Library Media Center is a quiet place where students may study, read, or do research for classes. There should be very little talking, and students are expected to be respectful to those who are working. No food or beverages (including water) are permitted in the library.

Check Out:

Students may check out books/periodicals for four (4) weeks.

It is the responsibility of the student to return his/her books on time. Overdue notices will be sent to the students via the English teachers.

The fine for an overdue material is \$.10 per day per item. The maximum fine per item is \$3.00. Fines are not charged for weekends, holidays, or any day school is not in session.

The student has the responsibility to pay any fines for lost or damaged books/periodicals.

If a student has any library obligations (overdue materials and/or fines) at the end of the year, those obligations will continue on the student's record and no books/periodicals may be checked out until the matter is settled. A senior will be unable to graduate until all obligations have been settled.

Study Hall:

Study hall students may come to the library one period a day unless there are special circumstances in which a student needs to do additional work for classes.

The study hall teacher may send a group of students to the LMC each day to complete work using the computers and/or library resources. The students must come together directly to the library with no stops at lockers or restrooms. Students who need to leave the LMC for any reason will be allowed to do so only if they have their agenda books.

Students who come from the study hall must stay the entire period. If it is necessary to send a student back to study hall for disciplinary reasons, the student may not return for the rest of the 9 weeks.

Computer Use:

The HTHS library adheres to the Hamilton Local Schools acceptable use policy. Violation of this policy will result in disciplinary action, and a student will lose computer privileges.

The school's computers are to be used for schoolwork only. Accessing games, Facebook, MySpace, or similar social networking websites is not permitted.

Each student must submit an Internet permission form signed by a parent or guardian. If a parent or guardian denies permission to use the Internet, teachers will make assignments that do not require the use of the Internet.

Students must ask for permission before printing anything in the library.