

Maine South Library 2006/07

All students are welcome and encouraged to come to the library to study, read, conduct online research and pursue academic activities in a quiet environment. To support this philosophy students are expected to follow all school behavior guidelines as stated in the Maine South Handbook. **In addition the following library policy will apply.**

1. During the school day (Periods 1-9) students may talk quietly when conversation is related to academic pursuits. When conversation is necessary students are asked to speak softly enough not to be heard or be disruptive to students sitting at the next table. Whispering is strongly *encouraged*. All study hall students are expected to stay on task until the dismissal bell rings.
2. Disruptive or loud behavior, constant talking, sleeping, playing calculator or card games or failure to have academic work out are not permitted. Disruptive or loud behavior such as whistling, clapping, and shouting, pushing and shoving are also not allowed. Students who are unwilling to follow the stated library or general school rules will be sent back to study hall. Students who are sent back to study hall repeatedly will lose library privileges and must report to their scheduled study hall. Students who have lost their library privileges are permitted to use the library before and after school and during the school day if their teacher is conducting class in the library. If, during the school day, it is determined by a library staff member that the students' primary purpose for being in the library is to meet and visit with friends, they will first be encouraged to find a meaningful activity. If their behavior persists they will be asked to report to their scheduled study hall.
3. All students using the library for study hall must have a school ID, enter through the front doors of the library and scan in using the attendance scanners located at the front entrance to the library. Students wishing to use the writing lab should ***not*** scan into the library. All students who scan into the library must remain in the library for the entire period. Students who arrive after the bell will be required to go to their scheduled study hall. The designated seating area for study hall students is the front and center of the library unless otherwise specified by a library staff member. Library staff will inform students of seating options based on daily library usage. Students needing to use the writing lab, or have an appointment with their counselor or teacher, must receive permission from a library staff member before leaving. Hawk Honor Students are also asked to display their Hawk Honor card to a library staff member before leaving. Bathroom passes are issued only for emergencies. No locker or bookstore passes will be issued from the library. Students leaving the library without permission once the bell rings will receive a referral for cutting.
4. Students are welcome to use all computer workstations before and after school. During the school day the Front LAN is designated for study hall students. Study Hall student use of the Back LAN is based on availability. Students must check with library staff before using the Back LAN. *The library strictly enforces District 207's computer policy, which restricts computer usage to academic purposes only.*
5. The students at Maine South are fortunate to have an outstanding library facility. We expect our students to treat this facility with respect. Willful vandalism and littering will not be tolerated. Potentially destructive activities such as eating and drinking, or possessing items that could damage upholstery or table tops, are not permitted.
6. Library Hours: All students are entitled to spend the equivalent of one full period per day in the library. Students requiring additional time for library related activities will be admitted if library space is available. The library is open from 7:15AM to 3:45 PM Monday - Friday on regular school days. Students using the library before and after school must be engaged in school-related activities. On days that are designated School Collaboration Days the library will *not* be open before school. On days when the library is hosting a library-sponsored event or has multiple academic classes scheduled, study hall periods may have restricted seating. When possible, students will be informed of library closings in advance.

All library materials and services require a student ID. Any items that are returned late or are lost will be subject to fines or replacement costs that include library restocking and processing fees.

Please assist us in providing a library where students are respectful of other students and respectful of staff whose responsibility it is to enforce library rules.