

# Butler Area Senior High School Library

## Policies and Procedures

The Butler Area Senior High School Library functions to empower students to be critical thinkers, involved readers, skillful researchers, and ethical users and creators of information. We are committed to producing informed, 21<sup>st</sup> century citizens, either through direct instruction or through information available on the library website.

### **Library Student Procedures:**

- A. Library hours are from 7:45 a.m. to 3:15 p.m.
- B. A pass is required to come to the library, unless a student is attending with a class. Study hall students should procure a yellow *study hall pass* from their study hall teacher. Study halls passes can be used two times per week. If additional library research time is needed, a *reference pass* can be procured from the subject teacher who assigned the research work. Reference passes can be used the remainder of the school week, however, a student **MUST** be working on the reference/research activity alone during the time period in the library. Students must remain in the library the ENTIRE PERIOD on a study hall or reference pass.
- C. Students must sign in when they come into the library. If using a computer, the student must sign the computer sign out sheet as well and take a computer number.
- D. All fiction books and most non-fiction books are checked out for a two-week time period. A due date is stamped in the front of each book to indicate when the book is due back in the library. Career books and literary criticism books are checked out for a one-week time period, and reference books are checked out overnight only. Library fines apply for overdue library materials. The fines are:
  - a. Ten cents a school day for two-week books.
  - b. Twenty cents a school day for one-week books.
  - c. Thirty five cents a school day for overnight books.
  - d. Thirty five cents a school day for Kindle Fire eReaders

Library fines are considered to be school obligations, and grade transcripts and diplomas will be held for outstanding library fines. A book may be renewed up to 8 times. After that, the student must choose a different book.

- E. Library materials are to be checked out at the library circulation desk. They can be returned by presenting the book to a library staff member, or dropping the book in the book return slot located in the front of the circulation desk. A student should only be responsible for his own books, and should not check out or return books for other students.
- F. Books may be borrowed through Access PA Interlibrary Loan. Please keep in mind that it may take up to two weeks to receive a book through interlibrary loan. Library fines and due dates apply to interlibrary loan books as well.
- G. A copy machine is located in the library and can be used by students for school-related purposes only.
- H. No drinks are permitted in the library.
- I. Overdue Materials and Fines:
  - a. Students will receive an overdue notice in class for any overdue library materials.
  - b. All overdue books must be returned and library fines paid before additional materials can be checked out of the library.
- J. Lost and Damaged Materials:
  - a. Students must pay the cost of the item if a book is lost or damaged.
  - b. All fees must be paid before another item can be checked out.
  - c. Failure to pay for a lost or damaged item will result in a school obligation, and restrict the release of grade transcripts or receiving a diploma.
- K. Talking in the library must be quiet and kept to a minimum. The library must be a conducive learning environment. Students who fail to comply with this policy will be asked to return to study hall, and may risk losing library study hall privileges for a specific time period, up to the entire school year. If disrespectful or inappropriate behavior occurs, a disciplinary referral will be sent to the principal's office, and disciplinary action will occur.
- L. Library Computer Lab
  - a. Computers are available for student use in the library. All computer use in the library falls under the same guidelines spelled out in the Butler Area School District Acceptable Use Policy.
  - b. Computers can be used for school research; word processing or creation of school assignments using Web-based multimedia tools; college/trade school/scholarship investigation; and career inquiries. NO games, social media sites (unless pre-approved as a classroom assignment), personal email, chatting, or videos unrelated to class assignments are permitted.

- c. The library must have a signed AUP form on file for a student to use the Internet. An Internet card will be given to a student who has returned the AUP form, either in paper or electronically, to the library. An AUP form must be signed and turned in every school year.
- d. Students are permitted to print class assignments and school-related materials.
- e. Any misuse of or tampering with computer hardware or software may result in the loss of computer privileges.
- f. Any violations of the BASD AUP may result in the loss of computer privileges.