



ST. SERRA CATHOLIC SCHOOL LIBRARY CODE OF CONDUCT

Library Rules

- All books, videos, and reference materials are the property of Serra Catholic School.
- No food or drinks of any kind in the library.
- No running or climbing on shelves.
- Maintain a safe distance of 6 feet from others.
- Students are to respect library time by coming in quickly and quietly and by starting and stopping on time.
- Students must be responsible learners by listening, following directions, and participating positively.
- Fourth grade and above are allowed to visit the library without a pass during recess and lunch. All students need a pass during class time.
- You must use a shelf marker when pulling a book off of the shelf until you know it is the book you will be checking out.
- Any student who consistently abuses any of the rules may lose his/her privilege to check out books or use the library for a period of time determined by the library committee.
- **Lost, severely damaged, and/or defacing of any library material** will be charged the current replacement cost for a library bound book. Please refer to the Fee Schedule for a detailed listing of fines.
- Cleanup after yourself and leave the library neater than the way you found it.

Book Care

- If you've changed your mind about borrowing a library book, please place the book in the designated bin so our Library Technicians can wipe it down and reshelve it.
- It is important to handle library materials with care, ensuring the existence of the items for many years to come.
- Keep books in a safe place away from liquids and pets.
- Do not peel or remove any labels from books.
- Always use a bookmark. Never fold down pages. "Dog ears"
- Turn pages carefully, being aware not to tear any pages.
- If a book is damaged, return it to the library for immediate mending. NEVER try to repair it at home.

Hours of Operation

The library is open on Monday through Friday from 8:00 a.m. until 2:30 p.m.

STUDENT NAME AND HOMEROOM

SIGNATURE