

# Library Policies and Procedures for Teachers

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# Faculty

## Policies and Procedures

- The library is open daily by 7:30 a.m. (if the librarian is present). The laminator and copiers are turned on then.
- The back door to the library should remain locked. Each teacher has a master key that will permit entrance. Student are not to enter/exit through those doors. Please assist in this matter.

# Faculty

## Policies and Procedures

- Students are not to use the equipment in the teacher workrooms located in the library. It is a potential health risk.
- The librarian nor students will make copies. Please use your planning period to make copies.

# Faculty

## Policies and Procedures

- Please schedule the use of the library 2 days in advance.
- For last minute reservations, call the library or send a student down to check availability. If a class is not already in the library, you are welcome to bring your class.
- Please remove all copies from the workroom prior to the end of the day to prevent lost or removed copies.

# Faculty

## Policies and Procedures

- Teachers may check out videos and books for extended periods of time for classroom and personal use. There is no deadline on checkout unless another patron requests the material. All materials are collected at the end of the school year for inventory purposes.
- Individual students and small groups (2-5 students) can be sent to the library with a pass. There should be times noted for when the students left the classroom and when they are expected to return. Larger groups should be accompanied by the whole class and teacher. Students may be sent back if we lack space or computers for them.

# Faculty

## Policies and Procedures

- Teachers are required to supervise their classes in the library. Monitoring students' computer and internet use is part of teacher supervision.
- Please do not save anything to the desktop because it will be deleted. Email it yourself or use a USB drive.