

General Rules

Eliot Arts Magnet Library

- Students will maintain appropriate noise level within the library**
- Students must have a pass to use Library during class time**
- Eating/loud conversation and other potential objectionable acts are sometimes allowed, but not without the prior consent of the librarian**
- Borrowers (Parents or Students) will be held responsible for any damage or mutilation of library material noticed at the time of returning. Hence it is in the interest of the borrower to verify at the time of borrowing, whether the document is in good condition or not, and report damage/mutilation, if any, to the librarian**
- The Library staff are authorized to check any user for documents brought into or taken out of the Library**
- Students are liable for punishment and fine if found misbehaving or indulging in the process of book hiding, stealing, mutilating, writing, marking or damaging the books or any other property of the library**
- Please do not re-shelf the books/journals after use, return them to the circulation desk, the library staff shall re-shelf them**
- Violation of the above rules may entail suspension of library privileges or any other corrective action that the library, in conjunction with school administration, may determine is appropriate**