

Library Procedures

We welcome everyone to the library and work diligently to provide a safe, comfortable learning environment. The following policies support this vision:

- Students must present their IDs and a pass from their teacher upon entering the library. Students are not permitted entry without these items. Students coming to the library for lunch are required to only have an ID.
- Students must sign in at the circulation desk. This is required of all students.
- Students are not allowed to eat or drink in the library.
- Students are not allowed to talk on cell phones while in the library. Students engaged in this activity will be told to step outside the library building to continue their conversation.
- Students are required to wear a mask while in the library.
- Students are expected to behave in the same manner as they would in a classroom. Loud, disruptive behavior will result in removal from the library. Consistent poor behavior will result in further disciplinary action.
- Substitutes are not permitted to send students to the library.
- Students may check out a maximum of 3 books for a 3 week period.
- Students may print in the library. Black and white copies are \$.10 per page. Color copies are \$.25 per page.
- Replacement IDs cost \$10.00, cash only. This is district policy.
- Students should always return laptops/devices to library staff only to ensure that they are accurately scanned to the student's account and to avoid fees. Please contact library staff in advance to arrange a time to return a device.
- Please read the district's Laptop Breakage and Replacement Fees document on the Library's webpage and on the LRHS homepage.

***The library staff is not responsible for personal items. We try to make sure students do not leave behind items, but due to consistent traffic volume we cannot guarantee we will find every lost item.**