



MAVERICK LIBRARY GUIDELINES

CIRCULATION POLICIES

Checkout

Students may have 2 books at a time for 4 weeks provided they do not have any overdue books or fees. Exceptions:

- Only one book in a series

Renewal

Library books can be renewed for an additional 4 weeks

Lost or damaged books

If a book is lost, damaged or 10 days late, the student will be charged for the replacement cost of the book.

Notices

Students will receive notices regarding overdue materials by email. Once a book is 10 days overdue, the book will be marked lost and a fee consisting of the replacement cost of the book assessed.

Replacement Costs

The replacement cost of the book will be waived if the book is returned in good condition or a replacement copy is purchased. We always prefer to have the book returned or a replacement copy purchased for the Library.

End of the year or Withdrawal during the school year

All books need to be returned by the end of the school year or when a student withdraws from the school. Any book not returned will be marked lost and replacement cost assessed no matter when the book was checked out.

All books fees are paid at the Bookstore.

Thank you, Ms. Dailey

STUDENT I.D. CARDS

Student I.D. cards are required for Library transactions. This is to protect students.

Exceptions:

- Returning Library books
- Renewing Library books (must have the book)

Student I.D. cards should not be loaned to others students for checking out materials, as the I.D. card owner is responsible for replacement costs.

LIBRARY VISITS

When can you visit the library?

- Students may utilize the library before and after school or during lunch without a pass.
- During class time, students need a pass from their teacher to visit the library.

What are the library rules?

- No eating or drinking in the Library (water is OK).
- Students in the library are expected to be working, reading, or researching, not hanging out. There are other appropriate places to socialize.
- No talking on cell phones. Use headphones or earbuds to avoid disturbing others.

School equipment can be charged during lunch at specified locations in the Library. Do not stretch cords to create tripping hazard.