

David Garcia Memorial Library

Library Rules & Policies

The Library Staff seeks to create a **welcoming, comfortable and safe environment for all of its patrons**. Mutual respect among users and staff is essential in promoting an environment where students are able to do research, study or read quietly.

- Students may use the library at any time during the day to do **research, study or read quietly**. A **library pass from a teacher** is required for admittance during class time and lunch time.
- Students should receive **initial instruction** at the beginning of class before allowing time at the library. A **time limit at the library of 15-20 minutes** is recommended.
- Students may use **computers** in the library for **school related assignments only**. Personal email, games or downloading of music are not allowed. **Connecting your phone or other device to a computer is not allowed**.
- Students may **check out books** using their student ID number. **Up to 5 books** can be checked out at a time for students in good standing.
- Books can be checked out for **2 weeks**. Students may **renew once**, unless the book is **On Reserve** by another patron.
- **Reference books** can be checked out overnight.
- Fines accrue at **5 cents a day** per book with a maximum of \$2.00. Students will receive **overdue notices** when books are late **via email** every 9 weeks. Borrowing privileges will be suspended until the books are returned.
- **Lost books paid and then returned** will have a maximum late fee of \$2.00 charged per book. **Refund checks** will be mailed to the parent.
- **Printing or Photo copying: 10 cents per page**. Color printing is unavailable.
- **To avoid damage to furniture or computers**, please do not bring **Food or Drinks** into the Library.