**David Garcia Memorial Library**

**Library Rules and Policies**

The library staff seeks to create a welcoming, comfortable, and safe learning environment for all if it’s patrons.

* Students may use the library any time during the day to conduct research, study, read, check out books or devices, etc. Students must have permission from their teacher to come to the library during class time. Student may come to the library during the lunch periods with permission from the administrator(s) on duty. The library opens at 7:30 a.m. every day and closes at 4:30 p.m., except for Fridays when the library closes at 4:00 p.m.
* Students may use computers in the library for completing assignments. If you are bringing your own laptop to school, then you may connect to the BYOD network and remain in the library if permission has been granted by classroom teacher or administrator.
* Student may check out up to 5 library books, if in good standing. Books are loaned for a 2-week period and may be renewed once.
* Lost books paid and then returned will have a refund check mailed to the parent through the accounts payable department.
* For lost books parents may use [www.myschoolbucks.com](http://www.myschoolbucks.com) for payment.
* Please be respectful of library property, collection and of others.