

Library Guidelines

Zachry Middle School Library

August 2007

Hours 7:50 a.m. until 4:00 p.m. – Monday through Friday

Resources Currently our library collection contains over 20,000 books, over 1000 audiovisual items, over forty print periodicals, two newspaper subscriptions, several online resources and Internet access. New items are added to our collection on a regular basis.

Policies Students with a current Zachry ID card may borrow up to two books for two weeks. Lost or damaged books must be paid for by the person who checked them out. The current replacement cost will be charged. Students who have overdue books may not check out additional books until the overdue book has been paid for or returned. Overdue notices will be sent to students who have overdue books.

No hall pass is required before or after school hours. However, during the school day, each student who enters our library must show a completed hall pass to one of the librarians. The pass must be clearly signed by the classroom teacher who sent the student(s) to our library. Students who enter without a completed hall pass will be sent back to the classroom.

Each student must sign in at the circulation desk as he or she enters. As each student leaves our library, he or she must ask for the hall pass. One of the library staff members will stamp the pass in our time clock to indicate the exact time when the student left the library. This hall pass should be returned to the teacher who signed it.

Respect the library staff, all adults and all other students. Use the library materials wisely and carefully. Return any items that are borrowed.

MAINTAIN A QUIET LIBRARY ENVIRONMENT!

.....
DO NOT CHECK OUT ITEMS FOR SOMEONE ELSE! DO NOT LEND YOUR ZACHRY ID CARD
TO ANYONE ELSE! BE PERSONALLY RESPONSIBLE FOR THE ITEMS YOU BORROW!
.....

School Supplies Some school supplies are available for purchase at the circulation desk. These include: pencils, erasers, rulers, pens, report covers and more.

Computers Several computers are available for student and staff use. The entire Zachry book and audiovisual collection can be accessed through the SIRSI Unicorn System and WebCat. We subscribe to a variety of online databases. The username and password information needed to access these databases is available at our circulation desk. Our computers also provide access to the Internet, which is monitored from the NISD Central Office. Computer users will be required to have a signed Internet Acceptable Use Policy Letter on file. Users who do not follow these guidelines will be removed from the computer and could lose their computer privileges.

Parent's signature