Bullpup Pride
Respectful
Responsible
Positive
The Librari-hens proudly present . . .

A Guide to Your Library!
New Library Policies

• Students may checkout 3 books at a time. An additional book may be checked out as needed for research projects.
• Books are due 3 weeks from checkout.
• Graphic Novels (GN) are checked out weekly. You have them for 5 days.
New Library Policies

- Overdue Book Notices will go out every 3 weeks.
- Students are responsible for all items listed on their records. (Do NOT check out books for your friends or let your friends use your library card.)
- If a book is damaged while in your possession, you are responsible for replacing the book.
- If you lose a book, you are responsible for replacing the book.
Overdue Book Policy

• If you have an overdue, you may not checkout books for “pleasure” reading until you have cleared your overdues.

• If you need a book for research and have an overdue book, you may checkout ONE book for one week.
Computer Lab Rules

For Individual Use near the Circulation desk

• You Must check out a computer.
• Academic use only. You must be working on a School related project.
LapTop Rules

• They are reserved for classroom/research project use only.
• When in use, they are not to leave this classroom area.
To Come to the Library . . .

Before School

• In the mornings, we open at 7:30. Report to your assigned grade level location and get a library pass. If you need to eat breakfast, do that first.

• Report directly to the library. Do NOT use your library pass to roam the building.

• You will remain in the library until the 8:00 dismissal.
To Come to the Library . . .

During the School Day

• You must have permission from your classroom teacher and a pass.
• You should have your library card, but you MUST have a written pass.
• You are to have everything you need with you when you come. We will not send you to your locker, we will send you back to class.
To Come to the Library . . .

During Enrichment

• You must have permission and a written pass.
• You must have everything you need with you. We will not send you to your locker; we will send you back to class.
• You may not use the library as a social hall to meet up with your friends.
• Computers are for academic use only.
To Come to the Library . . .

During Your Lunch “Free Time”

• You must get a “Library Lunch Pass” from the principal or adult on duty.
• You must come directly to the library.
To Come to the Library . . .

After School

• You must have what you need with you when you arrive. You will not be allowed to roam campus.
• You may not use the library as a social hall to meet up with your friends.
• Computers are for academic use.
Signing in @ the Library

When you come into the library, you are required to sign-in. You log into the library timeclock which is located on top of the book return.

Your log-in ID is: Your Student ID number.
(If you don’t know it, learn it.)
Library Cards

• Your library card is your library pass.
• You MUST have one. (It makes checking out and coming to the library easier for you.)
• If you lose it, you must replace it.
**Respect**

Respect yourself, respect others, and respect the books.

**Effort**

Pay attention. Listen carefully. Do your best.

**Attitude**

Be Positive. Be willing to work with anyone. Use the correct voice level.

**Dream Big**

Visit Often.
Live.
Laugh.
Love.
READ!