

LIBRARY HOURS: 6:50 A.M.—2:45 P.M. (Later or earlier times may be arranged by speaking with the librarian.) Students may have access to library resources by following the library rules and procedures.

RULES: Library users should:

*****refrain from loud, boisterous behavior.

*****refrain from eating and/or drinking.

*****have a pass and sign in at the circulation desk. Students should always sign the attendance book unless they are accompanied by a teacher.

*****follow all school rules.

If a student does not follow the above rules, s/he may lose library privileges for a week or more.

Procedures for borrowing and returning materials:

1. Take your student ID and the item to be borrowed to the circulation desk where the librarian will check it out to you. The due date will be marked on the date due slip inside the front cover.
2. Return books to the book return slot in the library circulation counter on or before the due date. Overdue notices will be sent periodically to patrons with late items. These notices will be sent through the third or seventh period teacher.
3. Library users are responsible for items borrowed. Patrons who lose library materials must pay to replace them. If items are damaged, a charge may be made to the patron.

Passes: Passes to the library during class time are at the discretion of the teacher. Each student will write his/her name and the time in the 3-ring binder on the counter. The librarian will sign the student's pass before returning to class. **START PASSES** to the library are given out by the librarian. No other passes during START will be accepted.

Computer usage: All students and staff must have completed the "Falcon School District 49 Telecommunication and Internet Acceptable Use Policy" form to be allowed to use the computers in the library and the school. Forms are available from the librarian and will be kept on file in the library. Since each student is issued a login name and password, there is no reason to share your username & password. Violations of telecommunication/internet usage rules, including sharing usernames & passwords, may result in loss of computer access and possible suspension from school. As is mentioned in the "Use Policy," students are not to download anything to the computer—this includes "instant message"! The playing of games and use of chat rooms on school computers is considered inappropriate usage and is therefore prohibited. If you have a username & password then you have a folder on the network. That is where you save your files when you are working on them at school.

The "card catalog" is called DESTINY and is a link on the FHS library web page. Destiny is used to find books and other resources in our library. It can be accessed at school and at home.

Computers may be used for various purposes including word processing, completing presentations and research. FHS has purchased several online resources for your use at school and sometimes at home. Go to <http://www.d49.org/schools/fhs> and click on library media center to discover what they are.

Computer printing: No printer is connected to the student computers. In order to print, you will need to "save as" your document to your folder. After you have saved, see Mrs. Chapman and ask her to print your document by telling her your username. If you have typed the item, it will generally be free to print. If you print any articles from the Internet you will be charged between \$.05 and \$.25 per page depending on black or color type. **BE SURE TO ASK ABOUT THE CHARGE BEFORE PRINTING!**

A **copy machine**, run by the librarian, is available to make copies from books, papers or magazines. The cost per copy in black is 5 or 10 cents. Color copies are 25 to 50 cents.