Bonners Ferry High School Library Media Center

Information

Library Hours:  7:30 A.M. – 4:15 P.M.    Monday through Thursday

# Checkout Procedures:

      Materials will be checked out by the computer at the front desk.

**Circulation limits:**

      Students may have a total of three items checked out at a time.

* Books and magazines may be checked out for three weeks at a time.
* Reference materials may not be checked out.
* AV equipment checked out to staff only.

      All circulating materials may be renewed one time.

**Fines:**

            Fines are incurred when materials are not returned by the date they are due.

            **Process:**

A $.10 per day fine is charged. No charges for holidays and weekends.

            **Student Library Status Reports**:

            Reports will be handed out to students who have fines or over dues at midterm

            and report card times.

**Students who lose materials are charged the replacement cost for each item.**

**Loss of library check out privileges:**

All fines are expected to be paid promptly. If you have a fine you may **not** check out materials until you have cleared the account. See Mrs. Carpenter if you need to make special arrangements to pay the fine. Excessive fines, late books and/or lost materials may result in the loss of library privileges.

**Please return materials promptly** after you are finished with them so that other students may use them.

**Passes:**

Passes are **required** when using the library during class time. You must have a pass from the teacher who is sending you.  Passes are not required before or after school or during lunch.

**Student behavior:**

The library is a place to study, research, read, and relax. Please respect other students by being respectful, cleaning up any mess you make and push your chair in before leaving.