



Library Media Center/ Biblioteca
Escuela Elemental y Superior Antolina Vélez
Universidad Interamericana de Puerto Rico Recinto de Aguadilla

LIBRARY RULES 7th – 12th students

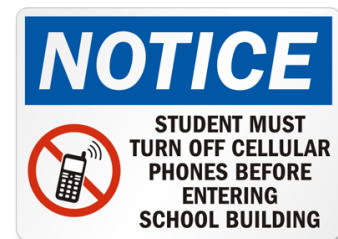
The Library Media Center is used by a lot of students and the faculty. GOOD BEHAVIOR IS IMPORTANT. Here is what you should do to help everyone enjoy our library together. Services hours 7:30am – 3:30pm Blog carmenamelia4.wordpress.com

The first Rule in the library is RESPECT

Respect the books, the computers, and other materials

Respect the faculty

Respect each other.



1. Follow the school rules.
2. Sign your name and grade.
3. Speak quietly so you don't disturb student who are reading or studying.
4. Make sure you finish your food and drink outside. Gum is not allowed in the library.
5. Treat the books and other materials with care.
6. Ask for help if you can't find what you want.
7. Clean up after yourself and push in your chairs: Quality work is difficult to accomplish in a junky work space. Make sure the library looks as good when you leave as it did when you came in.
8. Re-shelve the books: In order to ensure that everyone can find the books they need, please place any books you remove onto the correct shelf if you are not sure where, please put it in the box at the front of the library so they can be reshelf properly.
9. Return books on time.
10. During school hours you **must bring a teacher pass** to visit the library. Lunch and ending hour is open.





COMPUTER USE

During school hours, **computers are for** school related assignments and **academic purposes ONLY**. Do not use class time to check your personal email, downloading music or play video games; they are not allowed.

Do not tamper with the computer settings. Doing so will result in loss of privileges and you will be asked to leave the computer lab.

CONSEQUENCES

1. Students will be asked to correct behavior.
2. Students will be asked to go to director office.

PRINTING

Web page print or article for homework, it's 10 cents per page. (Check with your teacher, so save yourself some money and take notes or email to your account.)

Papers or photocopy from a book it's 10 cents a page.

BOOKS LOAN

You can check out up to 3 books, which must be checked out by the Librarian or the Library Assistant Staff **before they can be taken out** of the Library. Any material checked out of the Library must be returned within a two week period. Loan periods can be extended by special permission from the Librarian. Any additional materials may be checked out with special permission. Students may renew as needed.

Some Reference books can be checked out **Overnight**.

OVERDUE FEES

Overdue fees are 25 cents per day once the three day grace period ends.

The lost book fee is a flat rate of **\$20.00** per book. One option is **Replace the book**—Purchase a replacement copy of the lost/missing book and bring it in to the librarian.

Mrs. Carmen Amelia Acevedo,
Librarian
August 9, 2017