

# Central High School Library

## *Policies and Procedures*

### General Policies and Procedures

- Library hours are 7:45 AM – 3:30 PM each Monday through Friday.
- Students may visit the library before school, after school, or during class with a pass from their teacher.
- Students must sign in as they enter the library, including their first and last name, their teacher, and the time. Their library pass must be presented to library staff at this time.
- There is absolutely no eating or drinking allowed in the library **at any time**. A water bottle and a thermos, however, are permitted in the library.
- Talking in low voices is permitted, but please be mindful that students are working. Disruptive behavior is not allowed.
- Students using the library are expected to be respectful of library property, staff, and other students.
- Students who do not follow these rules may be asked to leave. Multiple offenses may lead to loss of library privileges.

### Check Out Procedures

- Students may check out library books for a period of two weeks.
- Students may check out a maximum of three books at a time.
- If a student wishes to renew a book, he/she must bring that book to the library to be re-scanned.
- Each student is responsible for any books checked out to him/her. This includes paying for any books that are lost or damaged.
- Books should be returned through the “Return” slot at the circulation desk.
- Students who have any overdue books will not be allowed to check out more books until the overdue book has been returned or renewed.
- Likewise, students who have lost or damaged books must clear their accounts before being allowed to check out books again.
- Students will receive notices through their teachers regarding overdue books. If a student has books that are long overdue, the library may contact the student personally or contact a student’s parent/guardian.
- Students may reserve books. Please see the librarian to reserve a title you want.
- If we do not have a book or series you want, speak with the librarian to request it.
- Reference books, magazines, and newspapers do not circulate. They may be used in the library only.
- The card catalog is accessible from the catalog station in the library or from the Central High Library webpage at this link:  
<https://library.knoxschools.org/opac/chs/index.html#menuHome>
- If you need recommendations or help finding a book, please don’t hesitate to ask the librarian. I am delighted to help you find books!

## **Computer Use and Printing**

- The standalone computer between the Graphic Format and Fiction section is only to be used to search for books on the OPAC (online public access catalog).
- If students are doing anything on their Chromebooks or phones which creates noise, they are expected to use headphones to avoid disturbing other students.
- Students are allowed to use the library's printers for school-related purposes ONLY, unless by direct permission from the library staff.