

Library Circulation Rules

Library materials circulation period:

Books: 21 days period and renewable up to 3 consecutive times

Media: 7 days period and renewable only once

Reference: In school use only, no check outs

You can check out 60 minute increments up to 3 hours

Magazines: In school use only, no check outs

You can check out 60 minute increments up to 3 hours

Classroom reserve materials: Classroom reserve materials are grade specific materials that can be checked out during research project periods and can be only checked out by the students who are involved in a particular project research

7 day period and renewable only once

Library fines:

Books and Media: \$0.15 per day and maximum \$25.00

Classroom reserve materials: \$1.00 per day and maximum \$25.00

The system will automatically block patrons' checkouts if the patron has exceeded maximum fine amounts or outstanding number of books have not returned by the due dates

Library Self-Checkout rules:

Self-checkout station should be used **only by the parents**. No self-checkout is allowed by the students unless the students have permission slip signed by the parents which to be submitted to the front office at the time of self-checkout.

No one should remove any library materials without properly checking them out.

Library Self-Check In rules:

Library Self-Check In is never allowed. All library materials must be dropped at the book drop box for proper, timely credit to your account. Please do not put the books back on the shelf or any other location other than the book drop box. Librarians are not responsible for your misplaced book returns!

Acknowledgement

For Students and parents

I, _____ (student's name) have read the library circulation rules, understand its policies and promise to abide by its rules at all times.

I, _____ (parent's name) have read the library circulation rules and understand its policies and promise to abide by its rules at all times.

Signature: _____ (student's)

Signature: _____ (parent's)

For Faculties and Staffs

All library materials should be checked out either using self-checkout station or with the librarians/library staffs. No one shall remove any library materials even if you are using them short period of time, in house during school hours.

I, _____ (faculty/staff name) have read the library circulation rules, understand its policies and promise to abide by its rules at all times.

Date:

Signature: _____ (staff/faculty)