

## BENOLD LIBRARY PROCEDURES

### CHECKOUT

My checkout number/PIN is my lunch number. I will type it into the keypad.  
My class does NOT have an assigned day to checkout books each week.  
I may checkout two books for two weeks.  
I may checkout one magazine for one day.  
I return books to the book drop.  
I may reserve books or request an inter-library loan.

### OVERDUES

If I renew, I won't be overdue. I may renew more than one time.  
If I have an overdue book, I may NOT check out another one.  
The due date is stamped inside the book.  
I am responsible for returning my books so that they will not be overdue, not my teacher.  
Mrs. Huba sends a reminder list to my language arts teacher.  
I should talk to Mrs. Huba if I think an error has been made or she needs to know something about a situation.

### FINES

Benold Library DOES charge overdue fines as well as lost and damaged book fines.  
There is a GRACE time of ten school days that gives me more time to return books without a fine.  
If I return after grace time, my fine is 10¢ a day per book and I will pay for the entire grace time and each additional day.  
If I cannot pay my fine, I should talk with Mrs. Huba.  
If I cannot find my book, I should talk with Mrs. Huba.  
If I have a fine, I may NOT check out another book.

### PASSES

If I come to the library with my class, Mrs. Huba will not ask to see a pass.  
If I come to the library before school, I need a laminated pass from the cafeteria or the car rider duty person.  
If I come to the library during lunch free time, I need to plan to have a pass signed by a teacher.  
The coach in the cafeteria will not sign passes on paper napkins.  
I do NOT need a pass to return a book during the passing period or after school.  
If I come to the library during class time (language arts or any other class), I need a written pass.  
"S/HE said I could come" is not a pass.  
My pass should always include date, destination, time out, time to return, purpose for being in the library, and teacher signature.

### COMPUTERS

I must always abide by the Georgetown ISD Acceptable Use Policy for Computers.  
I will use the computer to access different types of Information in DESTINY.  
I will use the computers to take AR quizzes and finish assigned projects.  
I will learn how to use the computer as a tool for effective research.  
I may access the games on the START menu and use GAGGLE if computers are not needed by others for school assignments.  
I may NOT access online game sites of any kind unless I have a pass naming a specific site and game that is signed by a teacher.