



Albany High School Library Policies and Expected Behaviors

Expected Behaviors

- **Use quiet voices and speak respectfully.**
- **Keep food outside.**
- **Put cell phones on silent; texting only; turn off keypad tones. Step outside to talk on phones.**
- **Use audio players with headphones, and make sure they are not audible to anyone but the user.**
- **Have a signed pass from a teacher or staff member whenever individually using the library during regular class time.**
- **Use computers for school assignments only, when you are in the library as part of a class or sent individually to work on an assignment.**
- **Check out all materials at the circulation desk before taking them from the library.**
- **Use computers and Internet in accordance with the district's *Internet Acceptable Use Policy Form* and instructions from Library Staff.**

Library Policies

- **During non-class time, students who need computers for school assignments will receive priority over those who are using the computers for personal reasons.**
- **If you return library materials after the due date stamped on your book(s), you will be fined 10 cents per item, per day.**
- **If you lose or damage a book, you will need to pay to replace the item, or provide a suitable replacement.**
- **Failure to pay library fines may result in disciplinary action.**

You may lose library privileges if the above expectations or policies are violated.