

## **\*LIBRARY\***

### **USE OF THE LIBRARIES**

In case any teacher desires the privilege of taking a group to the library to do research, the following regulations are necessary:

- Discuss the matter with the librarian and arrange for seating your group in the library/
- Give the librarian a list of the materials that you will need. This should be done well in advance of the time you plan to visit the library, so the librarian may have your materials at the beginning of the period.
- The group will be expected to follow all library regulations.
- Teachers may request the librarian to put books on reserve. This should be done before an assignment is made.
- Books and other materials should be returned as soon as possible, as other people may be waiting for them.
- Teachers may obtain blanks from the librarian for filling out order cards for books they wish to have purchased for the library. Sufficient information to identify the title, author, and publisher should be given.
- A Student may be sent to the library to work on computers or use books only if prior arrangement is made.
- A teacher who brings a class to the library is expected to **remain with that class**, supervise the work and conduct of the students and help find needed materials.
- Students sent to the Library during class hours will require a Library Pass.

The Library will be open August 31 and close May 14.