

**Samuel S. Fels High School  
901 Devereaux Avenue  
Philadelphia, PA 19111**

## **LIBRARY ACCESS**

The rules of the library are simple. Following the rules will ensure an atmosphere for reading, doing research and studying.

## **CONDUCT**

- You are welcome to come to the library during your lunch period. Sign for a library pass at the front desk.
- Present your student identification and sign the library attendance register.
- Do not bring food or beverages into the library.
- Return library books you do not wish to borrow to the carts designated for shelving. Let the library staff and volunteers shelve books for you. If you shelve a book incorrectly, you can lose it.
- Loud talking and social congregating will not be tolerated. Remember that other library users need a quiet atmosphere for reading, studying and doing research.
- You need the librarian's assistance to use the photocopier. Photocopies cost 10¢ each.
- Return library books on time.

## **CIRCULATION PRIVILEGES**

- Students may borrow up to 3 items including 1 magazine and 2 older encyclopedia volumes.
- Book loans last 2 weeks or 10 school days, whichever come first. Magazines and encyclopedias may be borrowed up to 4 days or 1 week.
- Students must present their student ID cards to borrow items. The library staff will stamp each item checked out with a reminder of the due date.
- Each overdue item will be fined 5 cents per day late.
- Fines accumulate to half the value of the borrowed material or \$10, whichever is less.
- Lost books must be paid for according to the rules of the School District of Philadelphia governing payment for lost school property. Payments will cover the listed costs of the materials. If no price is listed for the lost book in the library's inventory, the loss bears the assessment of \$20 (twenty dollars) per hardcover book and \$5 (five dollars) per paperback.

- You must pay the accumulated fines for items you lose.
- Students will receive timely notices for the return of overdue materials. The school maintains the right to freeze all student records, including report cards and transcripts of school grades, and to exclude delinquent students from participation in school activities including athletics, proms, and graduation ceremonies pending the return or payment for property of the School District of Philadelphia.

### **TAKING CARE OF LIBRARY BOOKS**

- Handle books carefully. Your hands should be clean. Do not lick your fingers to turn pages.
- Anticipate bad weather; keep a plastic bag in your book bag for protecting your books and belongings.
- At home, keep the library books away from small children.
- Keep food and drink away from library books. Remember, accidents happen. Think again before you stash food such as chips and Tastykakes™ and juice boxes inside book bags where you keep your books.
- Guard your books. Report bullying that results in the destruction of school property to the administration. The School District of Philadelphia has zero tolerance for student bullying. Taking and destroying things that belong to others is bullying.
- Remember you are responsible for all items charged to your student ID. You are responsible for all fines accumulated on the overdue items charged to your student ID. Do not allow other students to use your ID to borrow library material. If you lose your ID card, you must report the loss and buy another.

### **COMPUTER SERVICES**

- Computers are available on a first-come basis. Present your student ID to sign up.
- You must use the computer to which you have been assigned.
- You are responsible for the computer, keyboard, mouse and mouse pad.
- Unacceptable conduct includes: putting CD or floppy or key-drive media into a computer, viewing offensive material, eating and drinking while using the computer, and exchanging computer mice and keyboards.
- Notify the library staff if your computer malfunctions. Do not troubleshoot the computer problem.
- Notify the library staff to print out a computer document. Prints cost 10¢ per page.
- If you do not receive your printed document in a timely manner, do not print it again. Instead, notify the library staff.
- You may print up to 10 pages (\$1.00) for any document as long as you are observing the fair use provisions of copyright law.

A. Martha, November 2005