

DRAFT

LIBRARY SCHEDULING AND USE POLICY

Nock-Molin Library Media Center



SCHEDULING CLASSES

- All class visits must be scheduled at least two days in advance, whenever possible.
 - Classes may be scheduled for up to three weeks (15 school days) into the future.
 - Please alert the librarian or tech integrator if you have specific technology needs for your activity or class.
 - No long-term or repetitious scheduling will be allowed without prior approval from the librarian. This measure is necessary to ensure that all staff members and students have an opportunity to access our space and services.
 - Teachers are asked not to exceed three consecutive days of scheduling for each project.
 - The library constitutes an academic environment. The purpose is to assist students and teachers with research and project development relevant to stated course content and objectives and provide a space conducive to reading, browsing, and quiet study or group work. Activities not meeting this criteria should be carried out in alternative settings.
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LIBRARY PASSES

- Teachers sending students to the library independently are asked to check the library schedule and ensure that the librarian is available and arrange other supervision if the library is unstaffed.
- A maximum of 5 students may come to the library with individual passes during flex or other classes. Teachers needing to send more than 5 students must schedule time and accompany their students to the library.
- Teachers are asked to ensure that students coming to the library have an educational activity to engage in. Students that are off task will be asked to return to their class.
- If a student is asked to leave the library the teacher who issued the pass will be notified with the reason for removal.

LIBRARY CONDUCT

- All school rules will be enforced in the library.
- Students are not allowed to have any type of candy, food or drinks in the library unless specifically directed by administration.
- Teachers are expected to remain with and supervise their classes at all times while visiting the library. Please inform the librarian if you need to step out during a class visit.
- If you need to rearrange library or courtyard furniture for your class visit, please return it to the configuration in which you found it unless you have made arrangements with the librarian or custodial staff in advance.
- Teachers bringing classes to the courtyard are responsible for enforcing school rules and safe behavior that is respectful of the property and any classes that may be taking place nearby. Food and drink are allowed, but all trash *must* be removed when you exit the courtyard area.