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.