

Tuffree Library Rules and Procedures

Library Hours: 7:45 am- 4:00 pm

Book Checkout

- Present your Student ID card and Book(s) to be checked out at the checkout counter.
- 3 Library Books may be checked out at a time for an interval of 2 weeks.
- To **Renew** a book, please bring the book to the library check out counter.
- Reference material may not be checked out.
- Books checked out are your responsibility. You will be charged for loss or damage.
- Be especially careful of water damage. (i.e.water bottles in backpacks)

Text Books

- A set of Textbooks for home use are issued to each student at Registration.
- A set of Textbooks are in each classroom student use at school.
- Textbooks issued for home use are to be returned at the end of the school year at a designated date.
- Textbooks issued for home use are **Your Responsibility**. You will be charged for Loss or Damage. (They are very expensive!!!)

Library Computers

- Be aware that all Library Computer use is monitored.
- Library Computers are to be used for School Assignments.
- Log onto the computers using your Student ID# and Password.
- No Personal Email (PYLUSD Gmail only)
- No Games, Movie Clips, Uploads, or manipulating site data.
- Printers are to be used for **school assignments only**.
- Be careful when printing - selecting only the articles/pictures needed. Let the librarian give a quick check before printing. Push print only once, if there is a printing problem check with the Librarian.
- Log off your student account before leaving - Do not Shut Down.

General Library Rules

- No gum, food or drinks permitted.
- Any Library materials used, needs to be returned to the proper locations.
- Clean up your work area and push in the chairs before leaving.
- Be respectful of students using the library as a quiet place to study and read.