BOHS Library Policy

The general rule for student behavior is RESPECT! Respect the rights of other students and staff members using the library while taking care to use books, computers, and other materials in an appropriate manner.

Students may come to the library before and after school, at snack and lunch. Any time a student comes to the library during regularly scheduled class time, he or she must show a written pass or be part of a class, which had scheduled time in the library. Students may use the library during unassigned periods, but their behavior must not be disruptive to library staff or other students.

NO FOOD OR DRINK (EXCEPT WATER) IN THE LIBRARY.

Rules for the Computer Lab:

No Inappropriate Sites

Printing is limited to no more than 10 pages. Press print once and ask for assistance if it is not printing.

Inappropriate computer use or intentional damage to hardware or software will result in immediate referral to the Assistant Principal of Discipline, loss of computer privileges, and possible suspension/expulsion

Please remember to pick up papers and printouts around the workstation you have used.

Copier Usage:
10¢ per page
Please ask for assistance before using copier

Printing in Color:
$1 per page
Please ask for assistance before pressing print
Overdue/ late Library Policy:

There is a 20¢ fine per day for overdue books. If the overdue fine is not paid within 5 weeks of the due date, the late fee shifts to a final charge of $5. If the book is not returned/lost, you will be charged the cost of replacement. You will not be able to check out any other materials if you have an overdue book or a book fine. All debts must be cleared by the end of each school year. Failure to do so will mean you may result in the following consequences:

1. Participation in extracurricular activities may be withheld
2. Registration in August may be placed on hold
3. Diploma, grades and transcripts may be withheld

BOHS has double-checked all returned copies that have been turned in before sending out missing book debt notifications.

If you have any questions or concerns, please contact the BOHS Librarian.

Thank you,

BOHS Media Tech IV/Librarian
714-990-7850 ext. 1239