

# Central High School Library

## *Policies and Procedures*

### **Policies/Rules**

- Library hours are 7:45 AM – 3:30 PM.
- Students visiting the library without a teacher or class must have a library pass from their teacher, and students must sign in at the circulation desk clipboard.
- Food and drinks are not permitted in the library **at any time**.
- Talking in low voices is permitted, but please be mindful that students are working. Disruptive behavior is not allowed.
- Students are expected to be respectful of library property, staff, and other students.
- Students who do not follow these rules may be asked to leave. Multiple offenses may lead to loss of library privileges.

### **Check Out Procedures**

- Students may check out library books for a period of two weeks.
- A maximum of three books can be checked out at a time.
- Books may be renewed unless other students or teachers have requested those titles.
- Books should be returned through the “Return” slot at the circulation desk.
- Students who have lost or damaged books must clear their accounts before being allowed to check out books again.
- Students will receive notices through their teachers regarding overdue books. If a student has books that are long overdue, the library may contact the student personally or contact a student’s parent/guardian.
- Reference books and magazines do not circulate, and are used only in the library.
- Students may reserve books on the OPAC (online public access catalog) or by speaking to the librarian. The OPAC link to Central High’s library is:  
<https://library.knoxschools.org/opac/chs/index.html#menuHome>
- If you need recommendations or help finding a book, please don’t hesitate to ask the librarian. I am delighted to help you find books.

### **Chromebooks and Printing**

- Headphones must be used when listening to music or videos to avoid disturbing other students.
- Students are allowed to use the library’s printers for school-related purposes **ONLY**.
- Students may print up to 6 pages on the HP 4014 printers for class assignments.