

## RHS LIBRARY RULES

### General Rules:



- Silence!
- No food or drinks
- No card games or board games
- No school bags
- Please leave the books on the tables or at the circulation desk, the librarian will put them back on the shelves
- When leaving replace the chairs and take all personal belongings

### Loans

- I.D cards are necessary to sign out a book
- 3 books, for a period of 15 days
- Renewal upon request for another period of 15 days
- A book may be reserved for a max. of 3 days
- Reservations can be made on borrowed books
- No books may be borrowed while there are overdue or lost books, or an unpaid fine
- DO NOT PASS YOUR BOOKS ON TO YOUR FRIENDS
- DO NOT CHECK OUT BOOKS FOR OTHER STUDENTS

\*You are personally responsible for all library material charged out on your card. Please return all library material yourself\*

### Charges

- Fines for late books: 20¢ per school day, per book
- Fines for late reference books: \$1.00 per school day, per book
- Photocopy: 10¢ per page (only black & white)
- Printing: 10¢ (only black & white)

### Computers

- The library catalog is on-line. Use the link to REGARD to access the library catalog.
- Student use of the computers and the internet must be school-related and appropriate. No personal utilization will be tolerated (personal messages, games, etc. are not permitted)
- When printing from the computer, please do a "print preview" to see how many pages you are printing. Plan to print only the pages you need. You can always cut and paste to a Word document.

### Lost or Damaged Books

Please report all lost books to the librarian, as soon as you know they are missing. Library fines will not be charged while you are looking. However, if you do not report the book missing, fines will be charged. Loss or damages to library materials will be charged at full replacement value.

### Books on "Reserve":

Teachers place restrictions on the loan period of certain books used for term projects, in order to make them more readily available. These books are "On Reserve" for use in the library or for overnight loan. The same fines as the reference books apply.

Ms. Plante and Ms. Fournier, the RHS librarians are always available to help you locate materials (books, reference, periodicals, etc.) and teach effective use of the library.