Hillhouse Library Media Center

Policy and Procedures 2015 - 2016

**For students:**

All students must sign in.

No food or drink is allowed in the library or computer lab.

Calm and respectful behavior is expected in the library. No yelling, screaming, vulgarity, or running allowed in the library.

\*If a student has an outstanding **obligation** due to (lost or damaged library material) they will lose borrowing privileges until the obligation is resolved. They may utilize the library and all of its equipment, but may not take books out of the library until the financial obligation is met.

1. **Students and their parents will be held financially liable for all textbooks and library books assigned in the student’s name when such books are lost or damaged as a result of the student’s carelessness when a student failed to return books assigned to them, or when books are not returned in proper condition.**
2. **An appropriate replacement fee will be charged taking into consideration cost and condition of the book.**
3. **A student’s report card, transcripts and grades will be withheld, and/or the student, where applicable, will not be allowed to participate in graduation exercises if students or parents do not make financial restitution.**

**New Haven Public Schools Lost or Damaged Library Material and Textbook Policy © 2013**

**\*\*Twice a year** the library will host a **“Forgive & Serve”** week. Where scholars with outstanding balances will be able to participate in one of the following activities:

* Exchange a new/gently used copy (library sanctioned) book for their lost book.
* Canned goods --- 10 cans=book or 20 cans = audio-books (proceeds going to New Haven FOOD Bank)
* Volunteer in library 5 lunch periods per book.

(Preference will be giving to Seniors)