

Thornridge Library Media Center Use Contract

1. The library will be open Monday through Friday 8:00 a.m. until 3:25 p.m.
2. Students must wear a valid **2023-2024 school ID** that is visibly & properly displayed to enter the library. Please practice social distancing.
3. Candy, food, and drinks are not permitted in the library.
4. You may not talk on your cell phone.
5. **Hall Passes:** Substitute teachers may NOT write passes for students to the library. Only **two** students at a time per class may be sent to the library. Your hall pass must be from your current class period teacher. (Example: if it's 3rd period, then only your 3rd period teacher **ONLY** can sign your pass)
6. **Lunch:** Students must arrive before the tardy bell to enter the library without a pass during lunch. Students must remain for the entire lunch period. Students may not leave the cafeteria to come to the library.
7. Students not with a classroom teacher (i.e. hall pass, lunch, and CP) must go to the "CHECK - IN" DESK to get your ID SCANNED in the library. Students will be assigned a study table or a computer station at that time.
8. **STUDENTS MUST FIRST ASK THE PERMISSION OF A LIBRARIAN IN ORDER TO PRINT.** *The library will only print final papers and projects.*
9. Printing stops the last 5 minutes of each class period. There is no printing in between classes.
10. **BOOK CHECKOUT:** Students may check out one book at a time. Late, damaged, or unreturned materials are subject to fines and replacement costs. **Books that are returned late are charged 10¢ per day, per book.** **Book checkout is unavailable during passing periods.**

I have read, understand, and agree to follow each and every rule outlined on this form for the Thornridge High School Library Media Center.

I understand that failure to follow any of these rules may result in disciplinary action and/or being restricted from future library media center services and privileges.

PRINT YOUR **First & Last NAME**

ID NUMBER

SIGNATURE

Today's Date