

# Thornridge Library Media Center Use Contract

1. The library will be open Monday through Friday 8:00 a.m. until 3:30 p.m.
2. Students must wear a valid **2021-2022 school ID** that is visibly & properly displayed along with a face mask to enter the library. Please practice social distancing.
3. Candy, food, and drinks are not permitted in the library.
4. Coats, hats, and book bags are not permitted in the library. You may not talk on your cell phone.
5. **Hall Passes:** Substitute teachers may NOT write passes for students to the library.
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. **CP** (Communication Period): Students need to arrive by 3:05 p.m. without a pass.
8. Students not with a classroom teacher (i.e. hall pass, lunch, and CP) must sign the log sheet upon entering the library. Students will be assigned a study table or a computer station at that time.
9. Students must save their computer files to any of the following locations: USB flash/jump drive, e-mail, or Google drive. DO NOT save files to "This PC", "Desktop", or "My Documents".
10. **STUDENTS MUST FIRST ASK THE PERMISSION OF A LIBRARIAN IN ORDER TO PRINT.** There is no printing directly from the Internet. Copy what you want from the Internet and paste into a word processing document (i.e. Microsoft Word, Google Doc). ***The librarian will only print final papers and projects.***
11. Printing stops the last 5 minutes of each class period. There is no printing in between classes.
12. Students may only *print 5 pages* of computer work per day for *FREE*. Each page thereafter will be printed at a cost of 10¢ per page.
13. **BOOK CHECKOUT:** Students may check out up to **two** books at a time (only 1 can be fiction/graphic novel/short story). Late, damaged, or unreturned materials are subject to fines and replacement costs. ***Books that are returned late are charged 10¢ per day, per book.***

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.

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PRINT NAME

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ID NUMBER

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SIGNATURE

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DATE