

Student Contract

2006-2007

This is a very important document of accountability. It must be read carefully, signed and dated before a student may receive the following services.

Student (Print): _____, **Grade:** _____

Library Policy

1. I understand that I am expected to do my homework after school. During the school hours, I should stay in my classes to learn from my teachers. My teachers will schedule library research time or computer lab time when they think it is necessary to use the library as a whole class. Only under special circumstances, may I come to the library with a teacher's signed hall pass.
2. I understand the library is for learning, reading and research purposes only. I should not come to the library for entertainment. I must remain quiet while in the library.
3. I should honor all the school rules in the library. I should stay in the cafetorium with my class during the entire lunch period.
4. I understand that my using the library resources is a privilege and not a right. I should not take anything out of the library without checking them out properly with the librarian or library staff.
5. I should always use my Student Identification Card to receive my library services.
6. Stealing is not right according to the Bible. It takes away others' privileges to share the resources, and it hurts my character and affects people's trust in me. It grieves God's heart to see me doing that.
7. I should read *the Times* newspaper in the library only. I should not remove it from the library.
8. I should use *the Reference books and magazines* in the library only. I may not check them out.
9. I understand I am responsible to pay for the copies @ 5 cents a copy when I make them.

10. I may check out *the Regular Collection (fictions, biographies, biographies collection, cartoons, college catalogues, and nonfictions)* for one month.
11. I may check out the *Classroom Set (Class required readings)* for two months.
12. I must return the library materials on time. If I need the resources longer, I may renew them no later than the due date. However, I understand if no action has been taken, 10 cents/day will start accumulating until the item is returned. I may not check out more books until I turn in the overdue book(s) and pay the fine.
13. It is my responsibilities to take good care of the library materials. I must pay the replacement cost if the item I checked out is lost or damaged.
14. I should not lend someone else my library books so that I may avoid paying for the fine or the replacement caused by my friend.
15. It is a kind act, though, to help turn in someone's the misplaced library books to the library.
16. I may check out 20 items (library books/textbooks) at one time.
17. I understand the library has the right to refuse services to me if I do not obey the library rules.
- 18. Upon graduating, withdrawing from school, or at the end of the school, I must return all my library books, pay all overdue fine or/and unpaid fees (copies, printout, replacement fee) before the school may issue my grade report, transcript and other important documents.**

I have read the Library Policy; I agree to obey the rules.

Signature: _____ Date: _____