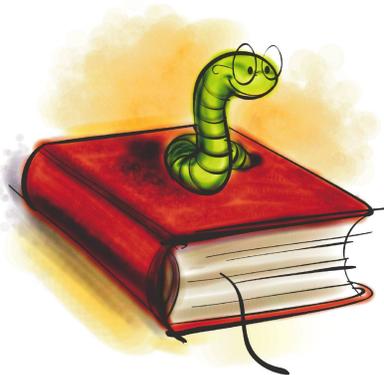


LIBRARY RULES

- ✓ Students **MUST** have an OFFICIAL pass to come to the library during class time.
- ✓ **ONLY** one name per pass is allowed.
- ✓ Remember, you are in a library and are to be **quiet** and **respectful** at all times or risk losing your library privileges.
- ✓ Use of computers is a privilege, NOT a right! Please adhere to the Acceptable Use Policy and school rules while using them.
- ✓ Present your current PHS photo ID card to the library staff to use a computer or to check out textbooks or library books.
- ✓ No food, drinks, candy, cell phones, hats, or iPods are allowed.
- ✓ Step outside to use your cell phone.

ALL school rules must be followed, or a student may lose his or her library privileges



CHECK-OUT/RETURN PROCEDURES

- ✓ Students will never be denied a textbook. Present your PHS photo ID and schedule to check out textbooks.
- ✓ Textbooks are due at the end of the school year, upon completion of the class, dropping of the class, or moving.
- ✓ It is your responsibility to turn in your textbooks before you drop or move.
- ✓ Books not returned to the library will be considered lost and will be charged to the borrower.
- ✓ Charges for library or textbooks will hold up distribution of student records, diplomas, and may prevent students from participating in special school events.
- ✓ Lost or damaged books will be charged to the student for the replacement or repair cost of the book.
- ✓ A student **MUST** have a current PHS photo ID card to check out books.
- ✓ You can borrow up to **3 library books** for **PROFESSIONALS HEIGHTENING SUCCESS 2 weeks** and **renew one time** before the due date. (Overdue books will be charged an overdue fine.)

LIBRARY



1 0 20 Pacific Street
San Bernardino, CA
(9 0 9) 3 88 -6 4 19
Ext. 2 34 7

Ms. Jebbia
Teacher Librarian

Mrs. Thrower
Library Clerk