

GOSHEN COLLEGE

Harold and Wilma Good Library

1700 South Main Street

Goshen, IN 46526

High School Student Check-out Privileges

LIBRARY ACCOUNT PRIVILEGES

Any high school student may open a library account. If they are part of a class that has been preapproved by the Library Director, the account will be set up before the class arrives. When applying for an account but not part of a preapproved class, they will fill out a high school application.

PREAPPROVED CHECK-OUT WITHOUT APPLICATION

Students who are currently enrolled in a high school class that has been *preapproved* by the Library Director may check out library materials. The following requirements must be met in order for the class to be preapproved for check-out privileges:

The teacher of the class will:

- contact the Goshen College Library Director at 535-7425 in advance to request check-out privileges for class members,
- provide information about anticipated use of the library's resources: duration of the class (one or two semesters), number of students in the class, likely topical areas of interest, need for specialized assistance or instruction, etc.,
- provide his/her e-mail address and telephone number,
- provide a class roster, and
- agree to be responsible for ensuring that students return their materials in a timely manner.

The visiting student will:

- show a valid ID card from his/her high school when checking out material.

STUDENT CHECK-OUT NOT WITH A CLASS

The student will present a valid ID card from his/her high school and fill out a high school application. They will provide a teacher's name and email. Checkout of materials will be limited to 3 items until a teacher has been contacted and has granted permission for any future checkouts. Giving

**CHECK-OUT
PROCEDURES**

permission includes agreeing to ensure that the student returns their materials in a timely manner. The student will show a valid ID card from his/her high school when checking out material.

Items for check-out are limited to books and media. Books have a 60 day, no renewal check out; media a two week check out. Overdue notices will be sent to the teacher. When an item is overdue, the student's account will be blocked so they will not be able to check out other items. After 30 days beyond the due date, the book will be declared lost and taken off the student's account. The library will absorb the cost of the book. No fines or charges will be applied to the student's account.

**OTHER LIBRARY
SERVICES AND
RESOURCES**

High school students visiting the library may also:

- use library computers,
- access library databases
- use reference materials in the library, and
- reserve library spaces for any group study

Neither an application nor preapproved check-out status is required for onsite use of reference materials, library PCs and databases. However, anyone requesting use of library PCs must understand and agree to the library's [PC use policy](#).

High schoolers' may reserve library spaces for organized group activities (tutoring, instruction, programs, etc.) by contacting the front desk.