

## **PRP Library Policies and Procedures '25-'26**

### **LIBRARY BOOK CHECKOUT**

- Students may check out up to three books for three weeks at a time
- Students may renew books if they aren't finished after the first three weeks
- You must have the book physically with you to renew
- Students will not be charged late fees, but will be charged for lost or damaged books
- If you lose or damage a book, see Ms. Reed

### **STUDENT VISITORS - books only**

- Students coming to check out books should have a library book pass with them (if your teacher needs one email Ms. Reed)
- 5 students can come on the library pass
- Stay together - no stopping off at the restroom or other classrooms
- When this pass is shown to the front desk, it is understood that you are there for books, not visiting
- You will have 10 minutes to look for a book, check out and then return to class

### **STUDENT VISITORS - staying for the period**

- Teachers may send up to 3 students per period
- You must have a note with the name of each student, the teacher's name and the date and time (please make sure your teacher has included all info on note - you will be sent back if it is not complete!)
- If you are failing your class, you may not visit the library during that period until you are passing
- You may not visit the library two consecutive periods in a day
- You may not visit the same period as the previous day

- You are also not allowed to visit the library (meaning “stay and hang out”) if:
  - you have a history of cutting classes
  - you have been suspended (note from Admin. will excuse)
  - you are on the no-wander list

NOTE: Checking out books is a right, hanging out in the library is a privilege!

- No cell phones
- Once in the library, you may not leave for any reason (we do not call for bathroom escorts)
- While in the library, you must keep your volume to a minimum
- Stay in the area you have chosen
- If you wear perfume, you must choose a seat as far away from the front desk as possible (Ms. Frank and Ms. Reed are allergic!)
- No spraying of perfume is allowed in the library
- If you need to eat something, you must be sitting at a tabletop
- Put all food trash in the hall bins
- Clean up your area before you leave
- You must stay until the bell releases you to your next period

## **LUNCH LIST**

- Any sophomore through senior may sign up to be on the lunch list; however, all former lunch list students will be automatically allowed
- The lunch list will stay open for the first two weeks of each semester
- Freshmen must wait until two weeks into the semester, and must then have a recommendation from their English teacher
- Limit 50 students per lunch

## **LUNCH LIST RULES**

- NO CELLPHONES! Those using cellphones will be reported and removed from the lunch list

- NO POPCORN! You may neither make nor eat popcorn in the library
- Stay in your assigned seat unless microwaving your food or throwing trash in hall bins
- Must be seated at a table while eating (may NOT eat in lounge chairs)
- If you wear perfume you must sit far away from the main desk (Ms. Frank and Ms. Reed are allergic)
- No spraying of perfume in the library
- Take the bathroom pass and return it when finished
- Watch your language
- You must stay until the bell releases you from lunch
- Clean up after yourself
- All food trash goes in the hall trash cans (not in the library)

**\* Failure to follow directions will result in your dismissal from the lunch list (though we start fresh each semester)**