

## LIBRARY EXPECTATIONS

Welcome to the MHS/MAA Library. We are happy to help you. The expectations below exist to maintain this space and its special resources. **Agreement to read & follow them is a requirement of visiting. If that's not possible, you will be asked to leave and can try another time.** Thank you!

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1. **All students must show a locked Yondr pouch holding their phone** before they sign in. NO cell phone use is permitted in the library spaces.
2. **All students must sign in & out at the library desk** at the Chromebooks using the Google form provided. This includes before, during, and after school.
3. **All students must have a pass from a staff member during the school day** or be able to show in Student View that they have a free period. Students without a pass will be directed back to class.
4. **If you are signed in but need to leave the library for the bathroom, ask for a pass at the library desk.** Otherwise sign out and move on to your next location.
5. **No eating, drinking, or leaving trash behind of any kind.** Open containers must be left at the desk each time. Closed containers must remain in backpacks/bags at all times.
6. **Maintain a respectful noise & movement level.** The majority of students who come to the library are wanting a calm & quiet place. Play media through headphones/earbuds. Quiet conversations.
7. **Respect the space.** If you move furniture, move it back before you leave. If you charge a device in a floor port, close it up completely before leaving. Do not touch the air purifiers.
8. **Material use & return.** To borrow an item, check it out with our library staff & return it before/by its due date. If you are leaving and the gate beeps, you must turn around and consult the library staff to discover the reason. All checked out materials must be returned directly to library staff with the exception of books which can *also* be returned to the slot in the red box outside the library (when available) *or* the front office staff (not TAs).