

# Elementary School Library Rules

## Library Manners

- Be on your best behavior.
- Follow all rules.
- Treat everyone and everything with respect.
- Always walk in the library.
- Speak softly and do not disturb others.
- Raise your hand to be called on before speaking.
- Keep shelves neat.
- Do not push books back on the shelves.

## Proper Book Care

- No food, drinks, or gum in the library.
- You are responsible for the proper care of your books.
- Handle books carefully.
- Do not fold over the corners of a page - use a book mark.
- Do not write or mark in a book.
- Leave book jackets on the books.
- Do not eat or drink when reading a book.
- Make sure your hands are clean when handling a book.
- Turn the pages carefully - do not tear the pages.
- Do not bend or drop books.
- Do not lend your books to others.
- Keep track of your books and keep them in a safe place away from pets, small children, or other hazards.
- Be careful not to lose or leave your books behind.
- Report any damages to the librarian.
- Return your books on time.

## General Policies

- Pre-school through first grade may checkout one book. Second through fifth grades may check-out two books. Both books must be returned before another book is checked out.
- Books may be checked out for one week.
- Books must be checked out under your own name.
- Fines will be assessed for lost or damaged books.
- Students are responsible for paying any library fines and may not check out another book if there is an outstanding fine.