BORROWING OF MATERIALS

- **Fiction** and **nonfiction** books are loaned for a period of 12 cycle days.
- **Magazines & Reference** materials are loaned out *overnight* and must be returned the next cycle day.
- It is the responsibility of the student to make sure that materials are returned on time.
- Students may access their library accounts from the Destiny library page using their login credentials, [http://libguides.donegalsd.org/student_information](http://libguides.donegalsd.org/student_information)
  - Username – Web ID
  - Password – DSD + student number

- **Renewals**
  - Students can renew an item if they have not finished reading.
  - If there is a waiting list for a specific title that item will be renewed once.
  - Students must have the book in hand in order to have the item renewed.

- **Fines**
  - If a student fails to return an item by the due date that student will incur a fine.
  - All materials are fined at the rate of $.05 per day.
  - Students that accumulate a fine of greater than $.25 will not be able to check out any other items until the fine has been paid.

- **Lost or damaged items**
  - Any item checked out by a student becomes the responsibility of that student.
  - If a student loses or damages materials that belong to the library s/he will be charged the replacement value of the lost or damaged item.
  - Replacement copies of lost or damaged items should not be purchased.

LIBRARY USE

- Students may visit the library throughout the school day and in the morning before homeroom.
- Students **MUST** use the library pass from their classroom teacher for a brief (5 minute) library visit to return/check out books or take care of any outstanding library obligations.
- Students may request a pass for 8th period (Tribe Time) if they need to use the library for research or to work on a project.
- Students will visit the library in their Language Arts (LA) class every 2 cycles (12 cycle days). During this time they will be allowed to check out materials, read, study and take care of any outstanding library obligations.
- In order to create an environment where everyone can work productively, a voice level of **0** or **1** will be maintained in the library

Mr. Matthew Good
Librarian