



## CFHS Library Policies and Procedures

Website: <https://camdenfairviewhslibrary.weebly.com>

Facebook: <https://facebook.com/camdenfairviewhighschoollibrary>

### CFHS Library Expectations

- Students will display a respectful attitude toward staff and all patrons when visiting the library.
- Students will act responsibly when using laptops and books.
- Students will put trash in trash cans.
- Students will adhere to all CFHS school policies while in the library.
  - See **Library Rules** posted inside the library and on the **website**.
  - Cell phones, food and drinks are **prohibited**. **Water** in a **closed bottle** is the only exception.

### Student Check Out Policy

- Students must present a **student ID** to check out library materials.
- Students must provide a parent-signed **Laptop and Internet Agreement Form** to check out a laptop.
- Students may check out a maximum of **2 books** for **3 weeks**.
- Lost books and damaged laptops must be paid for in the **Principal's Office**.
- Laptop check out policies internet usage rules are listed on the **Device Agreement** form.

### Teacher and Staff Check Out and Scheduling

- Teachers may check out any library materials or equipment for **any length of time needed**.
- When **bringing** students to the library, all classes must be **supervised** by the teacher, **at all times**.
- When **sending** students to the library, teachers must provide students with a **signed pass and an academic purpose**.
  - **Maximum of 2 students at a time** from any one class.
  - Students will be sent back to class for **failing to comply with library rules**.
- **Substitute teachers** may **not** schedule classes, or send groups to the library.

### Teacher and Staff Library Services

- The library can provide customized **research services, information literacy lessons and curated book lists** for all classes when notified a week in advance.
- The library provides a **technology helpdesk for student and staff login issues and for most minor computer problems**.
- The **Arkansas Democrat-Gazette in digital format** is available on the library's website beginning the first week of September each year. Login instructions are provided at the link.
- The library provides very **limited poster printing and laminating** services for **staff for school purposes only**.
  - *South Central Service Co-op offers laminating, poster making and printing services for your **personal or church needs**.*