



CFHS Library Policies and Procedures

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

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

Student and Staff Expectations

- **Masks are required and distancing guidelines must be followed in the library.**
- Students will display a respectful attitude toward staff and all other patrons.
- Students will act responsibly when using library materials.
- Students will put trash in trash cans.
- Students will adhere to all school policies, copyright regulations, and library rules.
 - See posted **Library Rules** immediately inside the library doors and on the **website**.
 - Cell phones, **food** and drinks are prohibited. **Water** in a **closed bottle** is the only exception.

Students in the Library

- Beginning the **3rd week of school**, students may visit the library to check out books during **class hours**.
 - **Teachers should schedule check outs in advance to comply with CDC capacity guidelines.**
- All students must bring a **passport** (or note) indicating teacher permission.
- **Lunch time library activities are currently suspended until further notice.**

Student Check Out Policy

- Students must provide a **student ID** to check out library materials.
- A maximum of **2 books** may be checked out for **21 days**.
- Lost book fees must be paid in the **Principal's Office**.
- Students may not check out additional books if they have overdue books or owe for lost books.
- Laptop check out policies are listed on the **Laptop Agreement** form.

Staff Check Out and Scheduling

- Teachers may check out library materials or equipment for **any length of time needed**.
- When **bringing** students to the library, all classes must be **supervised** by a teacher.
- **Students and teachers are expected to observe current CDC guidelines for distancing.**
- **Substitute teachers** may **not** schedule classes or send groups to the library.

Staff Library Services

- The library provides **limited poster printing** and **laminating** for staff only and for **school purposes only**.
- **Teachers and staff should use departmental printers for classroom printing.**
 - South Central Service Co-op offers laminating, poster making, and printing for **personal needs**.