

## **SURVIVAL TIPS FOR THE LIBRARY**

(or how to win friends and influence the librarian)

- If you need to leave the library, ask permission first! Then, sign out with full name, and time. **TAKE THE PASS WHEN YOU LEAVE.** Put the time and return the pass. Wait your turn.
- You may **NOT** leave the library to go see a teacher for any reason. If you need to go finish a test or borrow a book, etc., you need to do that from your study hall room!
- Supplies such as markers, pencils, scissors, rulers and glue sticks are available at the circulation desk.
- **NO FOOD, DRINK, CANDY, GUM, ETC.!**
- Only two people to a table.
- If you need help, ask for it. If you are asked for help, do the best you can.
- Magazines are only to be read during study halls and may not be checked out.
- Be courteous and respectful.
- Do not table hop or talk between tables. Keep the chairs on the floor. Groups may request special permission.
- Leave other people and their stuff alone. This includes the televisions and equipment.
- Computers: Log on before you begin. Log off when you finish. They may only be used for AR tests, class assignments and looking at Athena.