

SOLEADO ELEMENTARY SCHOOL
Library Policies 2016-2017

While in the library:

1. **DO** whisper - no loud talking or noises
2. **DO** walk - no running, no stomping, no jumping (over furniture, on furniture)
3. **DO** use shelf markers - do not pull books off shelf without it
 - a. **DO** put books back where they belong (with shelf markers to save the place)
 - b. **DO** place books neatly and properly - do not shove it back on the shelf, do not put the books anywhere you'd like/think, book spines must face outward and upright
 - c. **DO** leave things/books HOW YOU FOUND IT and WHERE YOU FOUND IT.
 - d. **DO** put books on the cart (by librarian's desk) – if you don't know exactly where it goes
8. **DO** return shelf markers. Books will NOT be checked out if shelf marker is not returned
9. **DO** ask librarian if you have any questions

Relating to the books:

1. do **not** bend the books
2. do **not** dog-ear the pages
3. do **not** tear the pages/books
4. do **not** get book wet with a liquid or food
5. do **not** damage book(s) in any way – including siblings (You are responsible for the checked out books)
6. do **not** tear off the barcodes/labels
7. do **not** fix the books yourself
8. **DO** bring the books back on time (weekly) - including for renewal
9. **DO** return books in the same condition as at checkout
10. books which come back damaged (and cannot be fixed to original condition) will be charged to student/family