



LIBRARY INFORMATION

Mrs. Straessle - Teacher-Librarian

Ballou Junior High - 2020-21

Hours

Mon., 8:00 a.m. – 2:30 p.m.

Tues. – Fri., 7:00 a.m. – 2:30 p.m.

Students need to bring a signed planner/written pass and sign-in at the front counter.

USE OF MATERIALS

1. Students may check out **3 library items**. If an item is overdue, nothing may be checked out until the overdue item is returned.
2. To check out a book, students should bring the book to the circulation desk and present his/her student ID card or type in their ID number. The book will be scanned and stamped with the date due.
3. Books from the general collection may be checked out for **three weeks**.
4. All materials taken from the library must be checked out.
5. **Lost Materials:** Current replacement cost will be charged for lost items. If an item is damaged while checked out in a student's name, he/she will be charged. If an item is damaged that a student wishes to check out, please inform the library staff immediately so that he/she will not be held responsible.
6. Students will need a written pass to be in the library. They must sign in/out with the librarian, have the pass signed, and ask for the pass back when they are ready to leave.
7. Please do not re-shelve any books. Instead, return them to the circulation desk or the book return.

OVERDUE MATERIALS

Students are charged a fine for each item of library material that is overdue. If a student has an overdue book or a fine of \$5.00 or more, he/she will not be allowed to check out any other materials until that fine is paid. With over 800 students at Ballou, returning library materials in a timely manner is important so that other students may benefit from the library's resources.

How much? **10 cents per day**, excluding weekends or vacations, to a maximum of the book's value (replacement cost of the book).

Where should students pay their fines? Students need to bring their money to the library and pay either Mrs. Straessle. They may again check out library materials.

LIBRARY EXPECTATIONS

**Show a positive attitude at all times.
Use a quiet tone of voice.**

Do not disturb other students that are using the library.

Sit in your class's designated area.

Leave all bags in the classroom or by the door

Treat all library books, media, and equipment with care.

Food, gum, and beverages are not allowed in the library.

Cooperate with the librarian and the library assistant.



COMPUTER EXPECTATIONS

****No Printing without asking Mrs. Straessle or the library assistant**

\$.10 per page

****Charge your device ALL night, EVERY night.**

****If you have issues with your device, RESTART IT.**

****If you still have issues, call EdTec, 253-841-8600.**