**Library Procedures – Students 2023-2024**

**Magee Middle School**

**Library Assistant/Librarian: Miss Butler/Miss Brittany**

***Follow the library website for our THEME, ACTIVITIES AND MORE:*** [***thesinginglibrarianatmagee.weebly.com***](https://thesinginglibrarianatmagee.weebly.com/)

1. **Checking Out:**
2. **You must have a SCHOOL I.D. to check out books. If you do not have your ID, you will not be able to check out.**
3. **If you have a fine, a hold will be placed on your account, and you will not be able to check out until your account is cleared. Please come see me if you have questions. \*Fines are not paid in the library but in the front office\***
4. **THE CHECKOUT RULE of TWO:**

**2 books at a time = 2-week due date**

***You may only renew a book ONE TIME.***

1. When searching for a book and you decide to **NOT** check it out ***OR*** when researching/reading a book for enjoyment with no intention of checking out, please return books to the **CARTS** around the library floor. **DO NOT** put them back on the shelf.
2. **General:**
3. Unless given express permission from **MISS BUTLER, NO STUDENTS** should be behind the counter on the tile at ***any time.***
4. Please enter the library **QUIETLY**. Please be **SAFE, RESPONSIBLE and RESPECTFUL**. Manner’s matter.
5. **NO FOOD, DRINK, GUM, or CELL PHONES.** Backpacks are to be lined up against the wall and ***away*** from doorways ***in the lobby***. **DO NOT BLOCK DOORWAYS WITH BACKPACKS.**
6. If you see trash, regardless of its origin’s, ***PLEASE*** pick it up and throw it away.
7. Observe the **L-I-B-R-A-R-Y** acronym:

***Listen: Pay Attention and make sure to follow what is asked of you***

***Intelligence: Everyone is smart. No one should be made to feel “less than”***

***Be a leader: Step up. Being a leader ups your street cred, (makes you cool)***

***Respect:***

***\*the SPACE***

***\*the LIBRARIAN***

***\*ALL VISITORS***

***Attitude: Check your attitude at the door – this includes your language. Keep it in check***

***Responsibility:***

***\*Personal Belongings***

***\*Self***

***\*Work / Play / Balance***

***You: are enough. You are so enough. It is unbelievable how enough you are.***

*\*\*\*There are signs and reminders that help you to navigate the library and how to behave in the space. READ & PLEASE utilize them! If you have any questions, please come to the counter, and ask me! \*\*\**