

GILFORD MIDDLE SCHOOL LIBRARY EXPECTATIONS

Hours: Monday- Thursday 7AM-3:30PM

Friday 7AM-3PM

A library/media center expectation sheet must be signed by a parent/ guardian, the student, and returned to the GMS Media Center before you may sign out library materials. Your signature indicates that you have read, understand, and agree to the expectations that are stated on the sheet.

1. You must have your school identification card or number in order to check out any library materials.
2. For security reasons, all students must sign into the library/media center and have passes for entering and exiting during the school day.
3. You must have a computer network account along with a password before using any computer. School Network Account rules must be followed at all times.
4. You are responsible for any and all library materials checked out in your name. Records are stored on the media center circulation system. Overdue notices are sent out weekly and third overdue notices will be sent home. **When a third overdue notice is issued library/media center privileges will be suspended until materials are returned, paid for, or other arrangements are made.** The replacement fee for a lost or damaged fiction book is \$20.00, nonfiction book is \$25.00 and all reference material is \$30.00.
5. You may borrow an ereader from the library. The device must be returned in the same condition in which it was received. If lost or damaged, you agree to reimburse GMS library \$90.00 for the cost of replacement. This obligation must be met before stepping up to the high school. A librarian will verify the condition of the device when it is returned.
6. You must enter and exit through the security gates. Anyone bypassing the system in any way will automatically lose library/media center privileges.

Student signature	Date	Printed name
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Parent/Guardian signature	Date	Printed name
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_____ Year of Graduation