

AGOURA HIGH SCHOOL LIBRARY

Policies and Procedures

LIBRARY HOURS: ☐☐☐

7:30 a.m. - 2:00 p.m. daily, Monday - Friday

BOOK CHECK-OUT:

Student identification needed each time:

- Textbooks are checked out for the length of the class
- Library books are checked out for three weeks

DELINQUENCIES:

- 10 cents per day for overdue material (not textbooks)
- Failure to return or pay for overdue material will result in report cards and schedules withheld
- Seniors: Diplomas and transcripts will be held for delinquent material

VISITING THE LIBRARY DURING CLASS TIME:

- Pass from teacher is required during class time
- Sign in at desk

BEFORE SCHOOL, NUTRITION, & LUNCH: ☐

Library is open for study, computer use, reading, clearing fines, research, etc. **CLASSES:**

- Teachers sign up for class research work.
- Student behavior and on task time is the responsibility of the student and teacher.