



Rocky Mountain Academy of Evergreen

Library Code of Conduct

Welcome to the Library! The RMAE Library is a school- and volunteer-run effort to provide students with access to literature and information, and our policies related to appropriate use of the Library are written to achieve this purpose. These rules and guidelines for responsible library use apply to all students during all types of library visits.

- Students are expected to behave in a civil manner that does not interfere with others using the Library. Talking in a normal voice that does not disturb others is permitted in all parts of the library.
- Students are expected to leave the furniture, equipment, and materials in good condition for the next person's use.
- Food and drink are not permitted in the Library, except water bottles with lids.
- Students are expected to follow the directions or instructions of library volunteers and school staff.
- Students borrowing materials are responsible for returning them on time and in the same condition as when borrowed.
 - Borrowed books are due to be returned or renewed one week after check-out.
 - Additional books may not be borrowed by a student with an outstanding late return.
 - A student may be assessed fines if he/she continues to fail to return or renew a book for four weeks or more.
 - A student may be assessed a fine for a lost book not to exceed the value of the book.
 - Final report cards will be withheld from any student who fails to return or pay associated fines for library materials.
- Students are not permitted to share their student ID number with other students.
- With a teacher's permission, students are encouraged to use the Library for individual and group work when there is not already a class in session. Students who participate in groups that become disruptive through excessive noise or other disruptive behaviors will be held accountable, individually and collectively, for the group's actions.
- Students are expected to obey copyright laws and applicable software licenses.
- Visitors may use books in the Library, but they may not borrow them or remove them from school property.

I agree to follow the above policies and understand that violations may result in the loss of my privileges to use the school Library resources. Violations may also result in disciplinary action, up to and including suspension or expulsion depending on the degree and severity of the violation.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

