



# Middle School & High School Library Guidelines 2009-2010

## Library Hours:

Monday to Friday: 7:00 am to 3:30 pm

## SERVICES OFFERED:

Circulation of printed & AV materials

Reader reserves

Class reserves

Printing & duplicating services

Individualized assistance

Computer network/Internet access

AV Equipment

## COLLECTIONS:

General & Reference

Professional

Audiovisual

Periodicals (printed & online)

Electronic Databases

## I. Use of the library:

A. By entire class: If a teacher wants a class to use the library, it must be reserved well in advance of the needed day, area, & period. The teacher must remain with the class and actively supervise it.

B. By individual students: Teachers may send a maximum of four students from a class, **with a pass indicating the time when they left the classroom.**

If library is full, the library staff may ask the latest individual arrivals to return to class.

## II. Reserving materials:

The library staff will work with teachers to reserve and make available materials needed for class projects or assignments.

## III. General lending procedures:

Circulating collection may be borrowed for two weeks. Printed periodicals may be checked out for one week. *All materials must be returned in the same condition as they are checked-out. Materials damaged upon return will be required to be paid 50% of the cost.*

## Consequences for not returning materials on time or paying dues :

- a. Lps.1.00 fine/day for each overdue book, not including holidays & weekends
- b. A Saturday detention after communicating with parents via e-mail

## c. Report cards withheld

## IV. Use of AV equipment & materials:

Faculty who wish to use AV equipment & software should reserve in advance in the weekly schedule at the Circulation Desk to ensure availability. Please remember that teachers are responsible for equipment and AV materials checked-out, and that equipment should be returned to its location right after use. Students are not allowed to check out any videos and/or equipment.

## V. Policy for Payment /Reimbursement of lost items:

The M.S. & H.S. Library will accept payment of lost items from library patrons under the following conditions:

1. Payment can be made at the M.S. & H.S. Library, at the bank with a deposit slip handed out by the School's Treasurer or through Interbanca.
2. Price will be stated in U.S. dollars, payable in dollars or in lempiras at current rate.
3. Amount charged as payment will include:
  - a. Price of item registered in library's records or current price listing.
  - b. US \$5.00 for processing, shipping and handling.
  - c. Fines accumulated to the date the patron reported the lost item of Lps.1.00/day.

Should the missing item be found and returned to the library at a later date, the American School will reimburse the amount previously charged under the following conditions:

1. Item found and returned by someone other than the patron who paid for it, **there will be no reimbursement.**
2. The amount charged will be reimbursed to the patron if he/she finds & returns item within 3 months after payment. No reimbursement after 3 months.
3. Fines will not be reimbursed.
4. All reimbursements will be paid in lempiras at the dollar rate on day of payment, of lost item.

Revised: October, 2009

Approved: Maria Francisca Motz, H.S. Principal  
Ricardo Belgrave, M.S. Principal  
Naomi Pawlik, H.S. Assistant Principal

Marta Lilian Tome, Head Librarian  
Fatima de Frañó, Library Assistant