

**St. Lucy School
Library Media Center
Rules & Procedures and Behavior Expectations**

LMC Rules & Procedures

- 1. FOOD and DRINKS ARE NOT ALLOWED IN THE LMC.**
2. Be responsible and take good care of all your books.
3. Wash your hands before reading a library book.
4. Keep your library books away from food and drinks at home, school and in the car.
5. Treat books with respect. Do not write, cut, glue, or tear a book.
6. Never try to repair a damaged library book. Report any damage in the book to the librarian.
7. Handle books carefully and always keep them in a safe place such as your backpack.
8. Keep your library books out of the rain and away from babies and pets.
9. Use a bookmark for saving your place in a book. Never “dog ear” a page.
10. Never turn a book on its “face”.
11. Checkout library books properly with the librarian.
12. Return your library books on time – on your library day.
13. All books are due when the class visits the library.
14. Student book loan period is seven-days and books may be renewed for one-additional week.
15. You may borrow more than one book if you are working on an assignment.
16. Place your library book into your classroom Library Book Return Basket.
17. Do not remove any books from the classroom Library Book Return Basket.

LMC Behavior Expectations

1. Your respect and proper behavior are expected at all time. Inappropriate behavior will not be tolerated and you will be sent back to your teacher.
2. Obey all library and school rules.
3. Show respect, speak quietly and be considerate of others at all times.
4. Patiently wait your turn.
5. Listen and follow instructions the first time they are given.
6. You are expected to check out a library book every week so you have a book to read at all time.
7. Be trustworthy by returning your library book each week on your library day.
8. Being unprepared for your library visit will not be tolerated.

Your St. Lucy School Technology Use Agreement policies are to be followed.

1. Be picky when selecting online tools and websites.
2. Choose a screen name that doesn't reveal personal information.
3. Leave your public profile blank.
4. Do not provide personal information in postings or in response to messages.
5. Think twice before posting photos [warning: they ***never*** go away!]
6. Postings on the Internet are NOT private.
7. Once it's online, you can't take it back.
8. Remember that online “friends” are strangers.
9. When in doubt, talk with a trusted adult.

Additional Expectations

If you don't already have one – please get a Library Card from your local public library. Library Cards are free. You will need to use the public library for large projects and research assignments.

Set aside a regular time for reading at home, independent of schoolwork, the 20-minutes before lights out, just after dinner, or whatever time fits into your schedule. As little as 20-minutes of free reading a day can improve your learning and help you achieve academic success. Researchers, doctors, and educators recommend that you read for at least 20-minutes every day! And hey, the book might be so good you just won't be able to put it down! Make reading a priority in your life this year!