

LIBRARY AND LIBRARY'S COMPUTER LAB **GUIDELINES**

Library

1. A maximum of 71 students are allowed in the library.
2. School I.D. and a face mask must be worn at all times including in the computer lab. **NO I.D NO FACE MASK NO SERVICE**
3. You must present your ID when borrowing a book. Books may be checked out for 28 days. Renewals can be done.
4. Only (3) three students will be allowed to sit at the tables inside of the library and (2) two students at the tables on the verandas. There are place markers where students are allowed to sit. Unused furniture should not be moved to other parts of the library.
5. Socializing in large groups is not allowed in the library.
6. NO food or drinks are allowed in the library including the veranda area; however, water is allowed providing that you dispose of your empty bottles.
7. Leave all bags on the rack and take all valuables along with you.
8. No leaving of bags in the library to go to other places on or off campus.
9. Listening to music on your electronic device is allowed providing you are using a headphone or ear buds.
10. Request photocopies from one of the librarians. No photocopying from books that are available at the school's bookstore. The cost of photocopying is \$.25 per page.
11. All cell phones need to be on vibrate when used in the library.
12. The library opening hours are as follows:

Monday – Thursday

7:30 am – 4:30 pm

Fridays

7:30 am – 4:00 pm

COMPUTER LAB

1. Only (1) student per computer is allowed. There are place markers where students are allowed to sit.
2. Socializing and loitering are not allowed in lab.
3. Absolutely NO food and drinks including water is allowed in the computer lab.
4. Playing games, listening to music and watching movies via the internet is not allowed in the lab. Visiting social media sites is also not allowed.
5. Do not remove, or tamper with any equipment in the lab.
6. Laptops are not allowed in the computer lab.
7. No sharing of user accounts.
8. Neither Color printing nor printing on legal (long) paper is available.
9. A fee of \$0.25 per page is charged for printing of information. (Junior College Students need to purchase printing credit at the Bookstore).
10. Please ensure that your document is sent to Cannon MF420, and that you choose single side printing before sending your document to the printer.
11. The computer lab opening hours are the same as the library's opening hours.