

Alcott Library Media Center
Rules & Courtesies for a Fun, Safe, Respectful Library!

- ❖ Listen when others are speaking, & do not talk or disturb others who are trying to pay attention
- ❖ Raise your hand when you have something to say, or a question to ask
- ❖ Sit up during instruction time (no lying down please), unless the library teacher says otherwise; follow directions
- ❖ No running, playing, loud voices, or congregating in groups to socialize; take advantage of time devoted to choosing & checking out books; after you have found & checked out your books, you may go to the rug or table areas of the room to begin reading or sharing your books quietly
- ❖ Push in chairs, pick up after yourself (books, pencils, papers off of floor); respect library property, treat furniture & equipment with care
- ❖ Computers are for OPAC use only, unless library teacher says otherwise; observe a 5 minute limit to locate books on OPAC computer
- ❖ Please don't wait until the last minute to check out books; listen for bell reminders
- ❖ Food or drink is not allowed in the library; distracting toys/items should be placed in the safekeeping box until after class; it is your responsibility to remember to retrieve them!
- ❖ If you mistreat library privileges, they will be taken away from you
- ❖ Be kind, considerate, & respectful to classmates, teachers, & volunteers...

Enjoy your Library ☺