

# INFORMATION CENTER SERVICE POLICY

**SERVICE HOURS: MONDAY thru FRIDAY 7:00 AM – 2:45 PM**

## SERVICE

- **Information Center** provides learning resources and equipment to support and enrich curriculum needs.
- During the first school month, an orientation is given to students. Rules and procedures are clarified for the best use of our Center.
- Elementary students need a written **Permit**, from the person in charge, and the **C.O.B.T.** (Check-Out Books Ticket) in order to check-out books.
- Books must be returned during the following two weeks or before the due date. Renewal is permitted upon request.
- A five cent (**0.05¢**) fine will be charged for each day late on due books (**weekend and holidays included**). Fines will not exceed \$3.00 for each late book.
- Lost or mutilated books must be paid in full plus the cost of processing the book.
- All books and material must be returned at the Information Center Specialist **Counter**.
- Reference books, magazines and the Puerto Rico collection **DO NOT CIRCULATE**. Overnight use arrangements can be coordinated with Specialist permission.
- Overnight books not returned before **7:15 AM** of the following day, will receive a **ONE DOLLAR (\$1.00) fine for EACH HOUR LATE**.
- **Books DO NOT CIRCULATE** during the month of **MAY AND SUMMER VACATION**.
- During **CHRISTMAS** and **EASTER VACATIONS** patrons can check-out books with a **Special Permit**, upon request.

## LIBRARY RULES

- **KEEP CONVERSATIONS TO A MINIMUM**. Talking in a loud or disruptive manner is not permitted.
- Students using the Information Center during school teaching hours require a **PERMIT** signed by their teacher.
- Return books promptly at the Counter.
- **THE INFORMATION CENTER is a place to study**. Playing games, running, shouting or eating makes studying very difficult.
- Handle all material carefully. Keep it away from food or any other agent that can harm materials.
- The use of **CELLULAR PHONES** is not permitted.

**IF YOU HAVE A QUESTION, ASK YOUR INFORMATION CENTER SPECIALIST,  
HER JOB IS TO HELP YOU !!!**