

# CEDAR BLUFF SCHOOL LIBRARY

3655 Old Highway 9  
Cedar Bluff, Alabama 35959  
(256) 779-7140



## LIBRARY HOURS

School Days 7:20 A.M.- 3:00 P.M.

## LIBRARY POLICIES AND PROCEDURES

Books can be checked out for seven (7) days and magazines for two (2) days.

Reference items are not available for checkout and must be viewed in the library.

Any item may be renewed unless it has been reserved by another patron.

Items on reserve will be held at the circulation desk upon return to the library and the reserving patron notified of the item's availability. Items not claimed by the reserving patron within twenty-four (24) hours of notification of availability will be returned to general circulation.

Patrons will be held responsible for the replacement cost of lost or damaged items. Future checkouts are prohibited until a patron returns his/her current book or pays for lost or damaged items.

## LIBRARY COMPUTER LAB POLICIES

Library computers are available for educational use only.

Students must have a signed Student Acceptable Use Policy on file with the school before using library computers.

Teachers may reserve computer lab time for their classes by signing up on the calendar in the black notebook on the check out counter. Individual students wanting to use the computer lab must have a pass from his/her teacher. Individual access to the lab will be based on availability.

No food or drinks.

Non-educational games are not permitted.

Chat is not permitted unless specifically set up by a teacher as an instructional activity.

Do not install or remove any software on our computers.

Downloads are not allowed.

Do not change or delete the desktop background, icons, or screen saver.

Print only what you really need. Do not waste our limited paper resources.

Respect other people's files. Do not change, copy, read, or access files that are not yours.

It is preferable that you save your work to your own jump drive. However, you may save your work to the shared folder (S:/) in your teacher's folder. Please be sure you put your work **INSIDE** your teacher's folder. Warning: Any work saved on the shared drive can be altered or deleted by any other user with access to the shared folder!!! Do **NOT** save your work to the desktop or the My Documents folder. Any work saved this way will be deleted at the library staff's discretion without warning.

Do not bypass any security measures installed on this computer

Treat our computers as you would treat your own--with respect.

## LIBRARY STAFF

Mrs. Candice McKinney, Library Media Specialist

Mrs. Connie Brannon, Library Aide

Mrs. Jo Pruett, Library Aide