

## **LIBRARY USE GUIDELINES:**

- 📖 MAKE SURE YOU SIGN IN WHEN ENTERING THE LIBRARY.**
- 📖 PLEASE RESPECT OTHERS, USE YOUR QUIET VOICE.**
- 📖 IF YOU HAVE A PROBLEM FINDING WHAT YOU NEED, CHECK THE REFERENCE SHEET.**
- 📖 IF YOU STILL NEED HELP, ASK!**
- 📖 THE LIBRARY IS NOT A PLACE TO SOCIALIZE.**
- 📖 THE LIBRARY IS NOT A PLACE TO HIDE OUT FROM YOUR CLASSES.**
- 📖 PLEASE LEAVE THE LIBRARY THE WAY YOU FOUND IT. (PUTTING BOOKS BACK WHERE THEY BELONG, ETC.)**
- 📖 PLEASE DO NOT FOLD BOOK PAGES, THIS CAUSES DAMAGE TO THEM. USE A BOOKMARK, (AVAILABLE IN THE LIBRARY)**
- 📖 NO DRINKS, FOOD, GUM, OR CANDY ALLOWED.**
- 📖 MAKE SURE YOU HAVE PERMISSION BEFORE USING THE COMPUTERS.**
- 📖 IF YOU LOOSE OR INTENTIONALLY CAUSE DAMAGE TO THE LIBRARY BOOKS YOU WILL BE CHARGED A FINE DETERMINED BY THE SCHOOL ADMINISTRATOR.**
- 📖 THE BOOKS WITH THE LABEL “MR” (MATURE READER) ARE INTENDED FOR 10<sup>TH</sup> GRADE TO ADULT DUE TO CONTENT.**

# LIBRARY REFERENCE CHART

1000 REFERENCE:

DICTIONARY, ENCYCLOPEDIA, INFO, ETC.

900 HISTORY:

HISTORY, GEOGRAPHY, RHETORIC, ETC.

800 LITERATURE:

AMERICA / ENGLISH FICTION, NON FICTION, POETRY, ETC.

700 ARTS:

SUBJECTS RELATED TO ARTS & SPORTS

500 SCIENCE:

MATH, PHYSICAL HEALTH, BIOLOGY, ANATOMY, ETC.

300 CHRISTIAN:

NON-FICTION, PHILOSOPHY, COMMENTARY & THEORY

200 RELIGION:

GENERAL REFERENCE TO BIBLE & THEOLOGY

000 GENERAL: