

## **LIBRARY INFORMATION**

The Library/Media Center is a shared space for students to do independent study, read, research or collaborate in small groups. Library books, textbooks and eBooks are available for check-out. Chromebooks are available for in-library use. Limited B/W one-sided printing is offered at the computer station.

1. **HOURS** - The WHS Library is open daily 7:15am - 3:30pm. The library closes at 3pm the first and second Wednesdays of each month for WHS faculty meetings.
2. **CHECK-OUT** - WHS Student ID is required to check out library books, textbooks, novels or to borrow a chrome book for in-library use.
3. **CIRCULATION** - Library materials circulate for three (3) weeks, and may be renewed either in person or online. To access a student's Destiny account remotely, go to <https://library.rocklinusd.org>. Select Whitney High School first. Then click on top right Log in icon. Click on SSO (single sign on) and login using student gmail and password.
4. **RENEWING BOOKS** - Courtesy reminders of upcoming library due dates are emailed to parents/students weekly. Students may renew library books in person or online, following the above procedure for Destiny. Select the My Info tab and scroll down to library book - click renew.
5. **OVERDUE MATERIAL** - Overdue library books accrue fines of 10 cents per item, per school day until material is returned or renewed. Overdue notices are emailed the first week of the month. Fines are to be paid promptly, either by check or cash.
6. **TEXTBOOKS/NOVELS** - Textbooks and novels are checked out for the semester/school year and do not require renewal. All materials must be returned in good condition at year-end (but earlier if teacher recommends).
7. **DAMAGED BOOKS** - Damage/loss/vandalism to any library materials, including technology, will result in damage fees and/or disciplinary action. Fines must be cleared by the last day of school.
8. **RESEARCH TOOLS** - Online research databases do not require passwords when accessed at school. Go to the WHS library website for database information and passwords for at home use.
9. **PERSONAL DEVICES** - Please be considerate of others while in the library. Cell phones are to be used for school-related activities, eBooks, email, research, etc. Laptops, tablets, and other PDs should be used with earbuds, if sound is required. Any student who fails to follow library rules will be subject to disciplinary action, including referral and/or removal from library.
10. **FOOD AND DRINKS** - Water only is allowed in the library. Food and other drinks need to stay outside. This is to protect our materials, space and the belongings of others.

## **TEXTBOOKS/MATERIALS/FEES/REFUND POLICY**

Required textbooks/materials are issued by the school. Students are held accountable for the care and safe keeping of books assigned to them. Students will be billed for the replacement cost of lost or damaged books. State law allows the schools to enforce the payment for lost or damaged items.

Any student, who pays for a lost textbook or other school material and later finds the item, may return it to the school for a refund until September 30th of the following school year, as long as the item is in acceptable condition and is still being used by the school.

***These costs and any other outstanding fees must be paid before transcripts or diplomas are given. Outstanding fees may also result in the suspension from the student's eligibility to participate in extracurricular activities.***