



### **Ways to be successful in our Library**

**Remember to return your borrowed books on your scheduled Library Day (if not before). You cannot borrow additional items if you have overdue items. Return books in the black Return Basket**

**Respect fellow students so that they may read and work in a positive environment**

**Respect others' opinions and feelings**

**Listen**

**Do not re-shelve books unless you have used a placeholder and know exactly where the book belongs on the shelf**

**No eating ,drinking , or loud voices**

**Take care that books are not damaged carelessly or lost. If either of these occurs, the student is responsible for the replacement cost and processing fee**

**Ask for assistance**

**Push in chairs, tidy up the work area, and leave the library in good order for the next class**

**...and in the Computer Lab**



**Only print when permission is given by the teacher or librarian, and consider saving most information to the student folders**

**Internet access requires parental permission**

**Learn and memorize your personal log in**

**Respect scheduled classes' time and use of the lab**

**Supervision by a staff member is required**

**Log off, return to the Novell screen, push in the chair and return the earphones to the top of the monitor when leaving the work station**

**St. David's Information Centre is designed to be a learning environment for all students**