Summit Library Policies

Circulation Policy and Late Fees

Most library materials may be renewed once if no one else has requested the book.

Items that are returned past the due date will be subject to the following late fees:

<table>
<thead>
<tr>
<th>Item</th>
<th>Loan Period</th>
<th>Fine Per Day</th>
<th>Maximum Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book - Regular Collection</td>
<td>15 days</td>
<td>0.10 per day (5 day grace period)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Book - Reference</td>
<td>5 days</td>
<td>0.10 per day (no grace period)</td>
<td>$5.00</td>
</tr>
<tr>
<td>e-Book</td>
<td>10 days</td>
<td>Returns automatically</td>
<td>NA</td>
</tr>
<tr>
<td>Equipment (cameras, flash drives, etc)</td>
<td>3 days</td>
<td>0.10 per day (no grace period)</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Only school days are included in the loan period or fine calculation.

Lost Book and Equipment Charges

If an item is lost or badly damaged, the replacement cost of the item will be charged.
- Overdue fines do not apply when a replacement price is charged.
- Once the school year has ended, no refunds will be issued for items checked out prior to the last day of school.

Computers and Approved Electronic Devices

Students must have an *Acceptable Use Policy* form on file in order to use school or personal electronic devices.
- Students must be logged on with their own username and password.
- Downloading programs from the Internet or other sources is not allowed.
- Devices are for educational purposes only. *No* for everything else.
- Phones should remain unseen unless staff knows the academic purpose; No texting, etc.
- Do not waste time scanning through music. Please complete your work.
Student Policies and Procedures

Students coming to the library should have a specific academic purpose and follow the SHS pass policy.

Students visiting the library
- Will have a library pass signed by Summit staff
- Will sign in and out at the circulation desk.
- Will complete work efficiently with a low level of noise
- Will return to class at least eight minutes before the end of each class period OR remain until the class period concludes
- Will NOT WASTE academic time perusing playlists or text messages.

Study Period Passes
- **Library staff must sign Study Period passes**
  - Classroom teacher may sign a note for 10 minute pass

Students do not sign in or need passes during the following times:
- Before/after school
- During Break or lunch
- When you are with a class or a teacher

**Water bottles only**, no food or drinks visible.