Mercersburg Academy Library
GUIDELINES AND EXPECTATIONS FOR BEHAVIOR WHILE IN THE LIBRARY

GENERAL RULES

1. Your cooperation is sought in respecting the rights and needs of other students or faculty using the library facility and resources. Each student can make the library a positive place of success where learning and reading are priorities.

2. While in the library, students are expected to follow all major and minor school rules of good citizenship and common sense as stated in The Blue Book.

3. All materials must be checked out at the circulation desk.

4. Travel mugs with secure lids, and water bottles with screw-top lids are permitted.

5. Students may not make phone calls or have audible ringers while in the library. If this rule is violated, library staff may confiscate the cell phone. Confiscated cell phones will be turned over to the Dean of Students.

6. Appropriate clothing and shoes must be worn in the library. During class hours, students should be dressed in standard dress. At all other times, casual dress as defined by The Blue Book is appropriate for the library.

7. Please use all computers and study areas sensibly and as intended.

8. You must use headphones to listen to all audio. If the volume is so high that others can hear it, you will be asked to turn it down.

9. Pieces of library furniture are not to be moved from their designated locations.

EVENING QUIET HOURS

10. During Evening Quiet Hours, seniors with privileges may use the library after signing in at the front desk. 10th and 11th graders must sign a pass at the circulation desk upon entering the library, and must take the pass back to the person on duty in their dorm upon exiting the library. These rules apply to day as well as boarding students.

11. Conversation during Evening Quiet Hours should be kept to a minimum and to a whisper.

12. Groups of three or more have priority in using a classroom. The library staff may limit the number of students in a classroom at their discretion.

13. During Evening Study Hall, users of the Silent Reading Room should refrain from conversation, the use of portable music devices, and any activity that creates or bleeds noise. While those activities are welcomed in other parts of the library, the Silent Reading Room should live up to its name.

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