

Library and Media Center

Lisbon High School Library supports students and teachers in their educational pursuits by encouraging critical thinking, curiosity, and the love of reading. The library accomplishes this by:

- Providing intellectual and physical access to information in a variety of formats;
- Providing instruction in information literacy skills;
- Collaborating with departments while creating assignments and research projects that foster 21st century learning skills which includes developing students who are critical thinkers, problem solvers, good communicators, good collaborators, information and technology literate, flexible and adaptable, innovative and creative, globally competent, and environmentally literate;
- Creating a welcoming, inclusive, and supportive atmosphere for academic inquiry.

Students are welcome to come to the library for assistance, to research, to study, and to read. The library is a quiet area and should be used to:

- Borrow materials
- Read
- Research and study
- Request materials
- Request assistance for a project
- Access a computer

Procedures

The library is open from 7:00 a.m. to 3:30 p.m. Students need a pass from their supervising classroom teacher in order to use the library during class-time. Students may receive a pass to use the library from their classroom teacher, study hall teacher, the librarian, and/or guidance counselor. Students must sign in at the circulation desk with their first and last names when entering the library. It is the student's responsibility to sign out and have their passes signed when leaving the library. The library is closed for lunch and Advocacy from 11:50 a.m. to 12:55 p.m. If you need to use the library at that time please make special arrangements with the library staff. The library is closed periodically for special events. Students will be notified as soon as possible in the event of a library closure.

Student Circulation Policy

- Books are signed out for two weeks. Students may have two books checked out at a time.
- Audio books may be signed out for two weeks.
- Magazines may be signed out and returned by the end of the day.
- Students may checkout iPads for one class period at a time. Students must read the iPad Student Use Policy before checking out the device.

Returning Materials

Students are fully responsible for materials signed out in his/her name. A student must pay for materials that are lost, stolen, or damaged. If a lost item is subsequently returned, the student will be refunded.

Behavioral Guidelines

The library is a community learning space and serves multiple purposes. In accordance with the Lisbon High School Code of Conduct, students will conduct themselves with consideration and thoughtfulness for the rights of others. Students will be treated with dignity and respect by the library staff. Students who consistently demonstrate disregard for the library community may have their library privileges revoked for a period of time. Students are not allowed to talk on their cell phones in the library. However, personally owned devices used for communication (including but not limited to cell phones and portable music devices) are permitted providing they do not distract others. Students are expected to use personally owned devices for educational purposes while in the library.