

Policy for Library Services to High School Students

The University of North Alabama welcomes the opportunity to assist through its library facilities those outside the university community, including both students and professional school personnel. The University is interested in stimulating library usage, in promoting information literacy, and in sharing its extensive informational resources for the betterment of the community. With approximately 25 high schools in the immediate area, however, it is necessary to provide a policy which will ensure that the library is able to meet its primary responsibilities to the University.

- I. Individual students may utilize Collier Library to supplement resources available in their school and public libraries.
 - a. All materials must be used within the building. Friends/Borrowers cards may be purchased by a parent or guardian (\$25.00 per year). The card must be in the parent's/guardian's name and be signed by the parent/guardian. The parent/guardian is responsible for overdue fines (25 cents per day per item), damage, and replacement costs.
 - b. University faculty, staff, and students have first priority in the use of all equipment.
- II. Appropriate conduct is expected. Inappropriate conduct will result in expulsion from the building.
 - a. Attempts to remove library materials could result in:
 - i. Library Security Violation Charge (\$30.00 per item minimum)
 - ii. University police being contacted to investigate the incident which could result in the student being barred from future use of the library and other university facilities.
 - iii. Principal of school being notified for appropriate action.
 - b. Food, drinks, and tobacco products may not be brought into the library.
 - c. Loud talking and excessive visiting disrupt the concentration of others and must be avoided.
- III. Classes may be brought to Collier Library to Collier Library by a teacher with prior permission from the Instructional Services Librarian.
 - a. Library tours may be requested for groups such as classes or clubs. Tours will be provided by library staff at a mutually convenient time and date and must be scheduled well in advance.
 - b. Library instruction may be requested by the teachers for *advanced placement classes*.
 - c. These requests will be honored at the discretion of Collier Library.
 - d. All visiting groups must be accompanied by adult supervisors.