

LIBRARY

Chandler Basha Library is part of the Chandler Public Library system and is located on the campus of Basha High School. It is a shared-use facility that serves as a public library and a high school library combined. As such, students are expected to follow the rules and procedures of the City of Chandler Public Library, Basha High School, and the Chandler Unified School District.

<u>Days</u>	<u>Hours</u>
Monday-Wednesday	*7:30 am - 8:00 pm
Thursday-Friday	*7:30 am - 5:00 pm
Saturday	10:00 am - 2:00 pm

**The library opens at 9:00 am Monday - Friday during school intersessions/breaks.*

Website: <http://chandlerlibrary.org/>
Phone: (480) 782-2800

LIBRARY CARDS, LOAN PERIODS & FINES

Chandler Public Library cards are required for material checkout and computer use. Students are encouraged to get a library card. To obtain a library card, students ages 13-18 must show a current photo ID (e.g. a driver's license or state ID, or school ID) and proof of address (e.g. class schedule or student profile which has current address). Students age 12 and under must be present and have their application information provided by a parent or legal guardian who has appropriate identification. There is no charge for your first library card. Replacement cards are \$2.00.

Students, parents and/or guardians are responsible for items checked out on their card. Students should not borrow or loan library cards, or share their Personal Identification Number (PIN) with anyone. Students must report a lost or stolen card to a library staff member immediately.

All books, audiobooks and audio CDs may be checked out for up to 3 weeks. DVDs may be checked out for up to one week. Items may be renewed four times if not on hold. There is a limit of 10 DVD checkouts and 10 music CDs.

Overdue fines are \$0.20 per day per item except for DVDs. The fines for DVDs are \$1.00 per day per item. A cardholder is limited to a maximum of 10 holds at a time.

CONDUCT & USAGE

Students are expected to follow the rules and procedures of the Chandler Public Library, BHS, and CUSD. In addition, they are expected to respect the public and others, work on school-related assignments, enter, exit, and work quietly, use appropriate language, and behave appropriately. Students will be returned to class and/or sent/escorted to the Principal's office for disruptive and/or inappropriate behavior.

Students must enter/exit through the East doors of the library (main entrance). Students should put away food and/or candy PRIOR to entering the facility. Bottled water and other school appropriate lidded beverages are ok. Soda cans or other types of open container beverages are not allowed.

Students may be sent during class time; however, they must have a school pass from their teacher. There is a limit of no more than five students per class per hour provided availability. Students may be returned to the classroom to obtain a pass if they arrive without one. Students may use the library during their lunch hour; however, they may not eat their lunch in the facility.

Students, parents and/or guardians need to be aware that while library computers do have filtering software, they do not have the same filtering capabilities as school computers. It is the teacher's responsibility to manage their classes and monitor student use.

Cell phones and other mobile devices should not be audible to others.

COPIER/PRINTER

The library offers copying and printing services. Students must bring money to print and/or copy items. Please be aware we are not always able to provide change for large bills.

Copier/printer costs are as follows:

8.5 x 11" black-and-white copy or print, \$0.20

8.5 x 11" color copy or print, \$1.00

Students may also save items to a flash drive and print documents at home. We recommend that students always carry a flash drive with them to backup and save documents.

LIBRARY PARKING LOT

Students and school staff are not allowed to park in the South/East parking lot designated for library parking during regular school hours. This allows the community to access the facility throughout the day.