



Manteno High School Library

Dedicated to providing the reading and resource needs for all students and staff.

PROCEDURES

→ USE THE “BACK ARROW” TO RETURN TO THE LIBRARY PAGE

- * The library is open daily from 7:30 a.m. - 3:20 p.m.
- * Students visiting the library during school hours **must have a signed agenda book or yellow pass** from a classroom teacher.
- * Students entering the library must **sign in** at the circulation desk.
- * Students **MUST HAVE THEIR STUDENT ID OR STUDENT HANDBOOK** to checkout a book.
- * Every student may check out **up to 3 books**.
- * Checkout period is **2 weeks**.
- * Books **may be renewed** if there are no holds placed on them.
- * Overdue **fine are 10¢** per day (not counting weekends or holidays)
- * Students with **overdue books or fines over \$5.00** will not be allowed to checkout any materials until all bills are paid.
- * **Lost or damaged** books will cost the price of the book plus a \$5.00 reprocessing charge.
- * Need to reserve a book? **Holds** may be requested at the circulation desk.

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