

LIBRARY FACILITY USE EXPECTATIONS

- Absolutely No Food or Drinks Allowed in the Library or Lab
- Please do NOT allow anyone to use the Library books on the shelves
- Please Have the Computer Users “Log Off” Only
- The Person in Charge Will Need To “Shut Down” The Computers
- Please Do Not Turn Off the Computer Monitors
- Please Double-Check All Areas for Garbage or Items Left Behind
- Make Sure All the Chairs in the Library and Lab Are Pushed In
- Please Make Sure All Doors Are Locked When You Leave
- Any Questions/Concerns Leave Mrs. St. George a Note in Her Door Box
- If I Have Any Questions or Concerns I Will Contact the Person in Charge

Organization Name

Date

Print Name – Person in Charge

Contact Phone #

Signature – Person in Charge