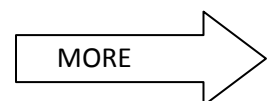


WRHS Library Laws

- **All students must come with a pass**
 - **Group Pass** for groups from study halls or homerooms
 - **Reference Pass** for individuals from a teacher
- **Come prepared**
 - Have something constructive to do
 - Work quietly
 - Respect others
- Stay seated until bell rings. Do **not** line up at the door.
- Only 4 students per table. Only 1 student per computer.
- Students **must** use their agendas to leave the library (e.g. restroom)
- Computers
 - Usage **must** be school-related
 - Laptops may be checked out like books for use **in** the library
 - Students may print up to 5 pages per day. 5¢/page after that.
- **NO food or drink allowed in the library**

Students who break “laws” will be asked to leave
the library at the Librarian’s discretion.



WRHS Library Passes

Reference Passes

- Students may visit the library at any time¹ with a **Reference Pass**. Please use the Reference Passes issued by the Library OR the student's agenda.
- *Students **must** secure Reference Passes from the teachers assigning work.* The Librarian will only issue reference passes in special circumstances.
- A Reference Pass is intended for students who need to complete work in the library. It is not for students to "get out" of something else.
- If they finish before the end of the period, students may return to their original location.
- If a teacher/class has reserved the library, Reference Passes will be granted as long as there is room.

Group Passes

- **STUDY HALLS**
 - Students may visit the Library during a study hall if they are listed on a **Group Pass** signed by their study hall teacher. Please use the Group Passes issued by the Library.
 - Students should stay in the library for the entire study hall period.
 - The Librarian will let each study hall teacher know how many students they may send from their study halls.
- **HOMEROOMS & ACTIVITY PERIODS**
 - If a group of students *from your homeroom* would like to visit the Library during homeroom, please issue a **Group Pass** as you would for a study hall.
 - If a group of students *from your class* would like to visit the Library during homeroom and they are in *different homerooms*, please issue **Reference Passes** for them.
 - You may put more than one student on the reference pass if they are in the same homeroom.
 - Issuing Reference Passes in this situation allows students to show the pass to their homeroom teachers.

Reminders

- The library is limited to 35 students per period.
- Students who misbehave will be asked to leave the library at Librarian's discretion.

¹ **Exceptions to Reference Passes:** Monday Morning Read, testing, etc. Closures will be included on the daily bulletin.