Service Policy

The Upper Level Library & Learning Commons promotes reading, equal access to resources, and helps students develop the skills needed to process information, acquire and share new knowledge, thus becoming lifelong learners, thinkers, open minded and responsible users of information.

In order to provide excellent services, we have established the following policies: Commitment Agreement, Reference, Use of Resources, Use of the Upper Level Learning Commons, Coordination of workshops & individual assistance and Visitors’ Privacy.

I. Commitment Agreement

In order to have the best learning experience at the Upper Level Library & Learning Commons for all, we agree to the following:

1. Students and teachers will sign in every time they come to the Learning Commons and mark on the services they will use.

2. Parents and students must have signed the learning commons policy electronically in order for students to borrow books.

3. Food and beverages will be consumed at the courtyard, before coming inside.

4. Students will not alter the programs on the computers.

5. Students will use a moderate tone of voice in order not to interrupt others’ concentration.

6. After reading a book, students and teachers will leave it in the return book assigned area.

7. Students that want to use the Active Learning Room need to reserve the space at least a class period before. Otherwise, the area can be used for individual studying.
8. After a group study session, students will put the equipment, tables and chairs back in their original place.

9. Students that need to print a document will email the document to the librarian or give her a pen drive. Student will pay for the copies: $0.25 for each black and white copy and $0.50 for every copy in color.

10. Follow the school policy on the use of the Internet and smartphones.

11. Follow the school policy on dress code.

12. Students can visit the Learning Commons freely before homeroom, snack, lunch and after school. If a student needs to visit the Learning Commons during class, he/she must either bring a Library Pass from the teacher or the teacher will send an email authorizing the students to come (in the email the students’ names must be included with the purpose of the visit).

II. Reference Services:

1. Assistance in the search for answers to specific reference questions.

2. Assistance in the development of research strategies.

3. Instruct visitors on the use of resources.

4. Refer the visitor to an academic institution that has the resource he/she needs if we do not have it.

5. Prepare guides to help students in their search and have it accessible at the Virtual Learning Commons.

6. Assist students in their search for a resource they are looking for.

III. Use of Resources

1. Students’ use of printed resources: Check-Out & Renewal of books:
a. Students may check-out books from 7:00 am to 3:20 pm.

b. In order for students to borrow a book, they first have to sign the policy electronically.

c. All printed resources may be borrowed for use outside the Learning Commons. Students may borrow up to 3 books at a time. The books must be returned on the due date.

d. If the student needs more time, and the book is not on a Waiting List, he/she must come to the Learning Commons to renew it for another two (2) weeks.

e. When a student needs a book from our other Library, they must request an Interlibrary Loan through their Librarian. They will pick-up and return the book to their assigned Librarian, who will return the book to its original place. The loan period will be the one assigned by the library for his/her level.

f. “Materials-in-Reserve” may be borrowed after 2:00 pm only, and must be returned by 7:30 am the following day.

Overdue, Damaged & Lost Books:

a. Students with overdue books will receive a reminder via email and will not be allowed to check-out any books until they return the books.

b. If by the end of each semester (week of finals) the student has not returned library book(s), parents will be invoiced so that they can pay the total amount of the book(s). This amount should be paid at the Business Office under the Library Account.

c. Sometimes true accidents do happen. If a book is damaged, please be responsible and return what is left to the Librarian. The Librarian will determine if it needs to be replaced, or if it can be repaired. When the book needs to be replaced, the parent will be notified of the total amount needed to replace the
book. This amount should be paid at the Business Office under the Library Account.

d. When a book is lost, the librarian will notify the parents first with the total cost of the book and the due date to pay for it. After communication with the student's parents has been confirmed, the business office will be notified of the total amount due. Once the book has been paid, the students will be able to checkout books again and the Library will use the money to replace the book as soon as possible. However, if a student loses two books during a school year, the privilege of taking a library book home will be revoked. The Library will use the money to replace the book as soon as possible.

Audiovisual & Digital Resources:

a. Audiovisual materials may be borrowed for use in the Learning Commons only.

b. Our Digital Collection will be used as the licenses protecting each resource dictate.

IV. Use of the Robinson School Learning Commons

1. Students' use of the Learning Commons:

   a. The Learning Commons is a space for collaboration, pleasure reading and individual research/study. Students will use the space appropriately and will keep it clean and in order.

   b. Any student that disrupts the peaceful atmosphere will be given two warnings and, should the situation be repeated a third time, the librarian will request the student to move to the courtyard outside the library and assign Detention to the student following the School's established procedure.

Use of the Active Learning Room:

a. Students will reserve the Area with the Librarian at least one class period before the time they wish to use it.
b. If a group that had not reserved the Area arrives wishing to use it, and the Area is already being used, they will need to reserve the Area with the Librarian and come at the appointed time.

VI. Use of Computer & Printer

1. Students can request the use of one of the computers available at the library to work on assignments and conduct research.

2. When they need to print a document, they need to email the document or give the librarian a pendrive so she can print it for him/her. Students pay $0.25 for black and white printing and $0.50 for color printing.

VII. Library Website Section

1. In the Upper Level Online Resources students and teachers have access to our online resources.

2. Students can visit the “How To: Research Guides” section for guides on how to cite and reference; and how to conduct research.

3. Students can check our virtual exhibition of new books, check book reviews, book trailers, ext at “Upper Level: Reading Zone.”

4. The RS Academic Honesty Center offers information regarding academic honesty practices and Copyright Law information.

VIII. Visitors’ Privacy

The Upper Level Learning Commons is committed in the protection of visitors’ privacy. Our policy follows the ethical code established by the Sociedad de Bibliotecarios de Puerto Rico and the American Library Association, which dictate that their confidentiality must be protected. No information will be given about a visitor unless a situation arises that needs attention.

The information collected in the attendance registry is used strictly for statistic report generating purposes.

Please click on the link below to sign the Library Policy. Remember that in order for students to take out book from the library, they need to have their electronic signature.

https://docs.google.com/forms/d/e/1FAIpQLSfJk9bH9hXGmSh54UCAJ9imLkJzFzTeHL932aHBW1lYEnt7Eg/viewform?usp=sf_link

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