



Roger Bacon High School

Committed to the Mission of Franciscan Education

ROGER BACON LIBRARY

Direct Lend Policies for SWON Libraries Members

General Information

Students from SWON–affiliated high schools should present the SWON borrowers card issued by their school and an ID card with photo and fill out the application form available at the circulation desk. Students will need to present a photo ID at each subsequent check-out.

Privileges

- 5 item check-out limit
- 2-week loan period
- 1 renewal for most materials
- On-site database access at school workstations at Librarian’s discretion.
- 7:30 – 3:45 Monday through Friday

Privileges do not include videos, CD’s, or United Streaming

Internet Policy

The user shall access the school’s technological resources for **educational** purposes only. The user must strictly adhere to copyright laws. Unethical or illegal use of electronic devices is prohibited. Social network sites such as My Space and Face Book may not be accessed in the library.

Overdue Notifications All overdue notices will be sent via email. Materials not returned within 30 days of checkout will result in a replacement bill. Replacement costs are billed at \$100.00 per item and will incur a \$15.00/item overdue charge if returned.

Contact Information

If you have questions about SWON Libraries direct lending at Roger Bacon please contact:

Dona Briggs
Library Media Specialist
Roger Bacon Library
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Roger Bacon Library
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