



Library Privileges and Responsibilities for Students of the *High School for American Studies at Lehman*

Welcome to the Leonard Lief Library! We're happy to support your use of our collections for homework and research needs. We hope you will be "good citizens" and use the Library wisely. The following information will help you have a successful library experience:

1. As a student of the *High School for American Studies* at Lehman College, you will receive a Lehman Photo ID with a library barcode (beginning with the number 2 on the lower right corner of your card). Please carry this ID with you at all times. Your official ID is always required for entrance to the Library.
2. Please cooperate with the Security Guard posted at the Library's entrance. Always show your ID card when entering. Parcels and book bags may be inspected when entering or exiting.
3. Please visit the Circulation Desk immediately to activate your ID card. This will allow you to borrow circulating books and access CUNY electronic resources from home through an Internet connection.
4. You may borrow up to **five** circulating items per visit. All items circulate for **three** weeks. Please return your materials on time.
5. Please take good care of all library materials and return them promptly and in good condition. You and your guardian will be responsible for any overdue charges, as well as charges for lost library materials. Fines are **10 cents per day per book**. Books which are reported *lost* must be paid for at the current price, plus a processing fee. Borrowing privileges at Lehman College are suspended to any student with fines or overdue books outstanding. Violators will be reported to the Director of the American Studies High School program.
6. A book may be recalled after two weeks if another borrower requests it. Please cooperate with requests for recalled books and return them to the Library as soon as you receive notification.
7. You will be treated like an adult in this Library and are expected to behave like one. Because this is a college collection, we do not permit censorship of our materials. Please make certain your parent or guardian understands this.
8. You are expected to behave in an adult manner. Loud talking, inappropriate or other disruptive behavior will result in suspension of library privileges. Please have respect for other people studying.
9. As a high school student, you are not eligible for use of the *Group Study Rooms*.
10. Cellphones are **not allowed** in the Library.

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11. **Food and drink are not permitted in the Library.** You may bring in water bottles. Please use the Library Lounge on the first floor for snack breaks.
12. The computers in the Reference area, Computer Labs, Education, Fine Arts and Periodicals should be used for homework and research purposes only. Word processing is available in the Computer Labs.
13. Audiovisual materials, available in Fine Arts on the second floor, may be used within the Library. Individual carrels equipped with AV equipment can be used. Audiovisual materials may not be borrowed.
14. Please sign below - and have your parent or guardian sign - to indicate that you understand and agree to respect library policies. Then detach the signed portion and return it to the Circulation Desk when you come to activate your ID card.

We hope your library experience is a rewarding one and that you enjoy using the Leonard Lief Library. Please let us know if we can be of assistance.

Best wishes for a successful year!

Kenneth Schlesinger
Chief Librarian

I understand and agree to follow policies of the Lehman College Library.

Signature

Print name

Date

I understand that my child will be using the Lehman College Library, and that he/she understands and agrees to abide by these library policies.

Signature of Parent/Guardian

Print Parent/Guardian name

Date

September 2009