Welcome to the Leonard Lief Library at Lehman College. We are happy to support your use of our collections for homework and research needs. We hope you will all 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 admission to the Library.

2. Please cooperate with the Security Guard posted at the Library’s entrance. Always display your ID card when entering. Parcels and book bags may be inspected when entering or exiting.

3. Please come to the Circulation Desk immediately to activate your ID card. This will allow you to borrow circulating materials and use CUNY electronic resources from home through an Internet connection.

4. You may borrow up to 5 circulating items per visit. All items circulate for 3 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 2 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. As a high school student, you are not eligible for use of the Group Study Rooms.

9. You are expected to behave in an adult manner. Loud talking, roughhousing and other disruptive behavior will result in suspension of library privileges. Please have respect for other people studying.

10. Cell phones 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 CyberCafé on the first floor for snack breaks.

12. The computers in the Reference area, Computer Labs, and Fine Arts should be used for homework and research purposes only. Please use the wireless iMacs in the CyberCafé for e-mail and web surfing. 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 may be used. Outside loans of audiovisual materials are not permitted.

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.

Kenneth Schlesinger  
Chief Librarian

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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 the policies of the Lehman College Library.

(Signature of parent/guardian)  (Print parent/guardian name)  (Date)