

LIBRARY TUTORIAL PROCEDURE 2018-2019

- Students must obtain a tutorial pass from Manny Mier, Classified Library Specialist, **before school starts or during the break between 9:30-9:40** on tutorial day.
- Maximum library tutorial passes available: 45.
- In order to release the pass, students must sign the numbered list and the pass with their name.
- Students may only get a pass for themselves.
- Students must take the pass to their tutorial teacher for the instructor's signature.
- The passes need to be turned in to the library staff upon entry to the library.
- Students who do not attend Library Tutorial after obtaining a pass will be reported.

Quick visits during tutorials and throughout the day

- Students must have a hall pass from their teachers in order to print, check out a book, have their passwords reset, and so forth. This includes students in Wood Hall.