

Brother Martin High School Library
***“We view the library in our schools as an important resource
to foster intellectual growth, spiritual development, and critical thought.”***
Brothers of the Sacred Heart, *Educational Mission and Ministry*

The Brother Martin Library empowers students by providing opportunities for critical thinking, meaningful creation of knowledge, and a deeper understanding of complex issues. This is achieved when our students connect to high quality resources, engage in meaningful assignments, and experience the process of accessing, critically evaluating, and appropriately using information. The Library also encourages the personal interests and lifelong learning of our students.

Student expectations include the following:

- use of the [Brother Martin Library web page](#), which links students to our Online Public Access Catalog ([OPAC](#)), ebooks, subscription databases, student tutorials, and information to assist students with their information needs
- appropriate behavior in accordance with the Acceptable Use Policy and the below technology code
- responsible use of library resources, materials, & hardware, adhering to all policies in the [Student Handbook](#).

Library Hours: 7:15 am to 4:00 pm on regular scheduled school days.

On early dismissal days when the Faculty attend meetings, the Library will close 15 minutes after the end of the school day. Whenever a Librarian is present, students are welcome to enter the Library.

Library Device Checkout: Several laptops are available for short term, in-school check out. If available, a student may borrow a device if he reports to the Library before 7:45 am and returns the device at the end of the academic day.

- In order to check out a device, a parent must send an email to library@brothermartin.com verifying that the device is broken and include the expected repair timeline.
- If a student fails to bring his device to school, consequences are assigned for lack of student responsibility.

Library Decorum: The Library is an environment for quiet study. Respect for all users is required. Use of the Seminar Rooms is prioritized by the Librarians. Doors remain open and four students per room are allowed. Listening headphone/earbuds are allowed for viewing school assignments only after explicit permission has been granted by the Librarian or teacher.

Security: In the event of any drill, all possessions must be left in the Library. Complete silence is expected during all drills.

- In an evacuation drill (fire drill), exit the Library entrance, descend the main stairway, and exit left through the rear Mall doors into the back yard.
- In a security drill, students shelter in place in the storage areas. From the Instructional Area, exit through the red door to the right of the screen. From the main collection area or the Seminar Rooms, proceed through the Professional Library to the red door.

Circulation Periods and Fines:

All materials may be checked out by students including reference works, DVDs, maps, and periodicals. The regular circulation period is 10 school days. An overdue fine of \$.10 per book per day is assessed. Reference materials are due on the student's next in-person day on campus and fines of \$4.00 per late day are assessed. Overdue notices are emailed. All fine monies collected are contributed to the [Brothers of the Sacred Heart Mission School](#) in Amatoongas, Mozambique to provide a student's tuition, room, and board. Information about the Mission and correspondence from students are on display in the Library.



Library Faculty:

Amanda M. Gaston B.A., M.L.I.S., Librarian

Contact: library@brothermartin.com or 504.283.1561 ext. 3030

Technology Code

As a Brother Martin student using technology, *I will...*

- produce my copy of the Acceptable Use Policy upon request.
- use my device only with direct permission from my teacher.
- connect only to Brother Martin's network and make good choices while online.
- protect the security of my personal devices and accounts.
- respect the physical and intellectual property of others and of the school.
- use my device appropriately and responsibly for educational purposes only.

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