

Library Media Center Policies and Procedures

Access to Media Center

Students: Students may have access to the library everyday for individual book return, check out or independent reading or research. Return and check out may be limited to designated times if the library is being used for collaborative teaching.

Classroom: The school library program will be fully integrated into the school's curriculum. Teachers will plan collaboratively with the librarian to meet curriculum standards.

Check Out

Students: Each student will have their own library card for check out. Students in Kindergarten may check out only one book at a time. Students in 1st grade may check out one book at a time; students in 2nd, 3rd, and 4th grades may have two books checked out at a time, as the year progresses the limit will be increased. If one book (or more) is overdue they will not be allowed to check out another until the matter is resolved. The check out period is for two weeks.

Overdue Books

Students: Overdue notices will be sent every nine weeks with the report card for books to be returned the next day. Fines are not charged for overdue books.

Damaged or Lost Books

If a book is damaged beyond repair or lost the student will not be able to check out another book until the matter has been cleared.

Metro policy states that students must pay for lost or damaged library books. The end of the year report card **will be held** for any outstanding charges.