

Library Media Center

• Rules & Procedures



Mission Statement

- ❖ to aid students in becoming aware of the important role that literature and the development of good reading habits play in becoming lifelong learners.
- ❖ To provide a collection of resources for both students and faculty that will coincide with curriculum guides.

Library Rules

- ✿ **R**espect the library materials
- ✿ **E**verything has a correct place
- ✿ **A**lways share(so we'll return things when they are due.)
- ✿ **D**on't disturb others working in the library!

Consequences

- When library rules are broken, the following consequences will apply in the following order (and may change when situations warrant such action):
 - Oral warning
 - Removal from the group activity
 - Referral to office
 - No admittance to the library media center for the next scheduled class session.

Library Procedures

- Enter the library quietly.
- Go to your assigned seats.
- Raise your hand and wait to be called on before speaking.
- Keep hands, feet, and objects to yourself.
- Bring only your library book and pencil.
- **Take a bathroom break before coming to the library.**

Library Procedures

• CHECK-IN Procedures

- As you enter the Library, place books that you wish to check-in on Circulation desk in front of sign labeled CHECK-IN.

Check-Out

- **Kindergarten & 1st students may check out one book each week. These books may be taken home and returned the following week.**
- **4th & 5th grade may check out up to three books each week and books may go home.**

Library Procedures

- **All books are checked out for 7 days**
 - Students may recheck a book if the book has not been reserved for another student or teacher.
- **Reference materials and magazines are not available for check-out and must be used within the confines of the library media center.**
- **Overdue Materials**
 - Students who have overdue materials longer than 14 days may not check out other materials until the overdue materials are paid for or returned . **There are no exceptions to this policy.**

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