

RESPECT

- (R)eshelve books properly (so you can find the one you want)**
- (E)veryone is polite and respects the rights of others**
- (S)tay on task (so everyone gets a chance to check out)**
- (P)roper care of books is essential (so we have more for you)**
- (E)ach person follows circulation procedures (including returning books on time)**
- (C)areful behavior (safety comes first)**
- (T)alk quietly so others are not disturbed**

Check Out Policies

Kindergarten and First Grade students may check out one book at a time. Kindergarten students should not take books home.

Second grade teachers can check out one book the first semester and two books the second semester.

Third through fifth grade students may check out two books.

Students are able to checkout their books for one week. There is no overdue fee, but students will not be able to check out a new book until the overdue book is returned or is paid for.

Students must pay for books that are lost or severely damaged and deemed unusable. The media staff will notify students of the price and payment may be brought to the media center.

Teachers may check out books for their class. They may have 20 books checked out at a time. If they fail to bring all books back, their limit will be decreased by the number of missing books.

Media Center Check Out Procedures for Teachers

1. If you bringing your entire class, please have them turn in their books at the Circulation Desk as they walk by. (Often we will just ask you to put them on top of the desk so we can go ahead and check them in)
2. Seat your students in the proper area. Students may use the tables or primary students are welcome to sit on the primary carpet.
3. **ONLY** send a third of your class at a time for check out. You may want to take the library cards and lay them on the bookshelf. That lets you visually see how many students are up looking for books at one time.
4. As students find books, they come to the shelf and take their card and books to the "Check Us Out Carpet". Give them 10 minutes or so for finding a book. The other students should sit at the table and wait their turn. If you have work they could bring with them, that might be a good idea or they can look at magazines while they wait.
5. When they have checked out books, they should return to the seating area and read quietly. (Primary students can have an animal to read to **IF** they are sitting quietly)
6. You are monitoring your class- they should be quiet, orderly and they should help keep books on shelves properly.
7. Please try to keep to your time - other classes may be scheduled right after you. Remember you may choose not to bring your entire class - you may choose to send 5 students at a time - but if they do not behave properly, we will have to send them back!
8. If it is not your check out day, you may only send 2 students at a time as "drop-ins." This is because we have classes scheduled and they have priority over drop-ins during their special area/or scheduled check out times.

When students come to the media center for **special area**, the teacher should bring the class to the top of the steps and wait for the media staff to greet them.