

Library Rules and Procedures

ALL SCHOOLS

Students cannot check out books if an adult is not in the library. If there are any problems with the library computer or the program is not logged in, students must ask an adult to help them. Students are never to take books from the library without checking them out.

Students scan their library or id cards first, then their book and last the check-out card. Students should always check that their name is displayed before scanning their book.

If students do not have their library cards or ids an adult may use their LUMEN number or name to find the student in the library system. Once the student is displayed on the screen they may proceed.

Students are not allowed to use the keyboard or mouse. The one exception would be at GMS, with adult permission, a student without their ID may type in their lumen number.

Students must replace books in the exact place they got them if they decide not to check out the book. MES will use sticks for placement.

Students at MES returning books will place them on the cart designated for return books. GMS students will return books in the return slot in the library desk.

All books are to be taken care of both IN and OUT of the library. Students that do not take care of the library or library books will jeopardize their privilege to use the library.

ONLY THE LIBRARIAN CAN OVERRIDE THE LIBRARY PROGRAM

OVERDUE BOOKS SHOULD NOT BE OVERRIDDEN. The book must be present to be renewed. Renewals cannot exceed 30 days and the book must be returned or paid for.

STUDENTS WITH OVERDUE BOOKS JEOPARDIZE THEIR PRIVILEGE TO USE THE LIBRARY.

STUDENTS THAT LOSE OR DAMAGE BOOKS MAY NOT BE ABLE TO TAKE THEM HOME UNTIL FOUND OR PAYMENT IS MADE TO REPLACE THE BOOK.

Students will pay the REPLACEMENT cost for damaged or lost books.

Students will pay \$15 minimum for any book that cannot be replaced or the original book was not listed as new or good shape in the library program.

Circulation Rules

MES

Students may check out a maximum of 2 books. The length of check out is 10 school days.

Students may have **one renewal** for a total check out time of 20 school days. The book must be scanned to be renewed. There will be no renewals without the book present.

All overdue or renewed books must be turned in at the end of 20 school days or a note will be sent home. **Students cannot check out new books if they have 2 overdue books.**

GMS

Students may check out a maximum of 2 books.

An additional quick read or fun book from the black paw area may also be checked out for a total of 3. These books should be returned as quickly as possible so others can use them. Also, these books cannot be renewed.

The length of check out is 10 school days. Students may have **two** renewals for a total check out time of 30 days. The book must be scanned to be renewed. There will be no renewals without the book present.

All overdue or renewed books must be turned in at the end of 30 school days or a note will be sent home. **Students cannot check out new books if they have 2 overdue books.**

UG Books can only be checked out by 7th and 8th grade students that have a parent permission form on file.

LIBRARY SETTINGS

****ALL LIBRARIES ARE SET TO ALLOW 6 BOOK CHECKOUTS. THIS IS SO THAT STUDENTS CAN CHECK OUT A NEW BOOK BEFORE OTHER BOOKS STILL ON THE CART OR IN THE SLOT ARE CHECKED IN****

****ALL LIBRARIES WILL BE SET TO COUNT ONLY ATTENDANCE DAYS****

~ NO WEEKEND OR VACATION DAYS ARE INCLUDED ~

~ ALL EARLY DISMISSAL OR SIP DAYS WILL NOT COUNT ~

****EMERGENCY DAYS WILL NOT ALTER DUE DATES****

****ALL DUE DATES WILL REFLECT THE ABOVE****