

*Checkout:* Classes visit the library once a week to check out books for personal or class use. Each student is allowed to check out 2 books at a time. However, if they have an overdue book, they may not check out any more books. Students are not allowed to have no more than 2 books checked out at one time.

All chapter books (fiction) may be checked out for 2 weeks, but may be renewed one more time.

All nonfiction (fact) books may be checked out for 2 weeks.

All magazines are cataloged and barcoded. Students may checkout magazines for a 2 weeks.

Reference materials (encyclopedias, atlases, almanacs, etc.) may not be checked out, but students may come to the library to use them there or teachers may have them available to use in the classroom when working on special projects.

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*Overdue books:* Overdue notices are to students every week. Students are notified of overdue books when they come to the library to check out books with their class. When the overdue notice is one month late, a letter is sent home.

After 3 notices are mailed home and there has not been a response, a letter from the principal is sent home. If the overdue continues to exist, all overdue notices are sent to the district office at the end of the school year and they are sent to a collection company.

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*Scheduled Library Classes:* Kindergarten students receive library instruction for 30 minutes one day per week (Monday). Each class has another scheduled time to check out books.

First grade through fourth grade receive library instruction for 30 minutes two times a month on Mondays. During this scheduled time they do not check out books, however, classroom teachers bring students back for a 15 minute check-out period of their choosing.

Fifth grade students receive library instruction for 60 minutes, one Tuesday per month during the months of October, November, January, February, March, and April by Mr. Gaskell (middle school librarian).