



## General Library Information



**Hours:** Monday – Friday 7:30 a.m. – 2:50 p.m.

### **Student Check-Out Policy:**

Books may be checked out for 2 weeks and renewed once. If books are read before the 2 week time period, students may return them and check out new books.

K – 5<sup>th</sup> grade - One book at a time

6<sup>th</sup> grade - Two books at a time

Students with overdue books are not permitted to check out new books until the overdue books have been returned.

Books that are lost or damaged are subject to a replacement fee that equals the cost of the book.

### **Faculty Check-Out Policy:**

District policy is that books can be checked out for 2 weeks and renewed once. This time limit has been set to ensure that books are available for all students and teachers.

Electronic equipment is also available for checkout. Equipment checkout periods vary depending on the item. See the media specialist for specific requests.

Faculty members may check out up to 30 items at a time. Class sets are considered 1 item.