



POLICIES AND PROCEDURES

Hours of Operation for Students

7:45-2:30

❖ Checkout Information

- Students may check out TWO books at a time. One of the two items to check out may be a magazine.
- Please check out only one of the extra popular series such as Goosebumps, Junie B. Jones, the drawing books, etc.
- Students may not check out reference books, videos, or teacher kit items.
- Books may be kept for one week and then either need to be renewed or turned in. Report cards are held when books are two weeks past due
- Each student is provided a library card that is kept in the classroom except when in use. Lost cards are fifty cents to replace and \$1.00 for each subsequent lost card.

❖ Lost or Damaged Books

- Please take good care of the books you checkout.
- Once a book is checked out it, becomes the responsibility of the student.
- If you lose or damage a book, you are responsible for paying for a replacement.

Flexible Scheduling

Like most GA school media centers we operate on an open/flexible scheduling concept. This allows students to use the media center on their own, with teacher permission, throughout the school day. This open scheduling also allows for teacher and the media specialist to plan cooperative lessons designed so that students may use the media center more effectively for study and activities related to all areas of curriculum.