**Glenn EOS Library Procedures**

**Checkout Procedures**

All books are checked out for **one week.** Items may be renewed one time, unless there is a waiting list for it. Kindergarten and 1st graders may check out one book at a time. 2nd through 4th grade may check out two books at a time. Kindergarten through 2nd graders can check out books from the easy section. 2nd graders will be able to check out any book after Winter Break. 3rd and 4th graders can check out books from any section, with the exception of the reference section. Only 4th graders and teachers can check out Playaways.

**Book Selection**

The librarian makes every effort to help your child select books that are both interesting to them and on an appropriate level for their age. However, only the parent can ultimately decide what is appropriate for their child. If a child comes home with a book that a parent feels is inappropriate for them, the parent will send the book back to the library and they may check out a different book. You may contact me at 615-262-6682 or jennifer.berry2@mnps.org and I will do my best to ensure that your child follows your preferences in selecting reading materials.

**Lost, Damaged, and Overdue Books**

Lost Books—All lost books must be paid for in full. The cost of the lost book is the replacement cost. This information is printed on overdue notices and can be shared with students or parents when needed. Students may not check out again until lost or damaged books are paid for. At the end of the school year, report cards will not be sent home to students with lost or missing books.

Damaged Books—A fee will be charged to a student that damages a book that can be repaired. This includes peeling off the labels or label protectors. Students are asked to always inspect their books before checking out in order to avoid being charged for someone else’s damage. When the student knows that a library book has been damaged while in his/her care, he/she is to tell Ms. Berry as soon as possible.

Overdue Books—We do not have late fees in our library. Students with overdue books may not check out until the book is returned or paid for. Students will receive an overdue note once their books are more than two weeks late. The librarian will attempt to call or email parents/guardians if books are four or more weeks late.

**Reference Materials**

Reference materials are to be used by students in the library media center. Teachers may check out reference materials for use in the classroom when needed.

**Audio Visual Materials/Equipment**

Only teachers can check out audio-visual materials.

**Computer Usage**

There are 22 student computers available in the library. Students may use these computers during checkout time to access LS2 Kids (OPAC). They need special permission to use any other website or to engage in other activities (like games). Computer privileges may be revoked at any time.

**Periodicals**

Magazines and periodicals are not available at this time.

**Faculty/Staff Checkouts**

Faculty and staff may checkout unlimited numbers of materials until early May when all library materials are recalled to prepare for inventory. Print and audio-visual materials must be signed out at the circulation desk if taken outside the library media center. Items should be returned after use so that others may use them.

**Request for Media Center Purchases**

Because the media center strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.