

JMS Library Policies and Procedures

Library Hours

7:30am – 3:45pm

Library Conduct

All school rules will be enforced in the library.

All students must have an ID to enter the library.

Students must bring a library pass to visit the library without a teacher.

Students are not allowed to have candy or food in the library.

Teachers will remain with and supervise their classes at all times while visiting the library.

Library Expectations

Students will not be disruptive.

Students will not be destructive.

Library Consequences

1. Warning
2. Parent Contact
3. Discipline referral

Scheduling Classes

Teachers will need to coordinate class library visits with the media specialist.

Library Café

The JMS Reading café is open on Fridays from 7:30am until 8:10am and during lunch. Students must have earned a voucher to visit the café.

JMS Circulation Policy

It is the policy of the JMS Media Center to encourage students, faculty, and staff to make full use of library materials and services, while at the same time instituting a procedure which promotes fair and equitable use.

Students:

1. Check Out

- All students are eligible for checkout unless they have lost or damaged materials.
- Checkout is normally handled during classroom library time. However, students are encouraged to borrow and return at any time their teachers permit them to visit the library.
- Some library materials such as reference books do not circulate to students.
- Some items may be limited for checkout due to limited quantities or high demand.

2. Terms of Loan

- Books normally circulate for 14 days.
- Students may check out two books at a time.
- Circulation for all other students begins two weeks after the first week of school.
- Before withdrawing from JMS, students must return all borrowed materials.

3. Renewals

- A book may be renewed for an additional week unless it is a high demand item.
- Reserve materials may be renewed on a day-by-day basis only if no one else has requested the material. The materials must be physically presented at the circulation desk for renewal.

4. Overdue Books

- After one month, the student will receive a written overdue notice from the library. After two months, parents of students will be notified.
- No fines will be issued.

5. Lost or Damaged Books

- Students are responsible for paying the average replacement cost of each book lost or significantly damaged.
- Damaged books should be brought to the librarian for assessment and repair.
- Students who do not replace lost or significantly damaged materials at the end of the year will not be allowed to borrow materials for one year following the lost item's due date.
- Any student with financial constraints should see the librarian about other means of paying off the debt.
- Refunds are issued by the secretary.

Staff:

1. Checking out books and other materials

- All materials must be checked out on the automated circulation system.
- Reference and reserve books may be limited to overnight use or for single class periods.
- Non-print circulation depends on availability of materials and equipment.
- Large equipment must be personally checked out and escorted to a room by an adult.
- A written or email request may be presented to the librarian for materials.

2. Terms of the Loan for faculty

- Long-term loans are permitted.
- To fulfill other circulation needs, staff members are asked to return materials as promptly as possible when finished.
- Staff may be required to pay for missing materials in the following circumstances: items borrowed for personal use, audiovisual materials, and equipment.
- If an item appears to have been taken by a student, staff will not be responsible for the cost.
- Staff members who have missing materials on a repeated basis will be required to pay for the lost items.