***McKenzie Elementary School***

***Library Circulation Procedures***

Teacher Use:

* A teacher may check out 20 books at one time through the automated circulation system.
* If the teacher needs all materials on a particular topic for classroom use, written notice to the librarian 3 days in advance is preferred. Materials in classroom use can be checked out for the duration of the unit unless another teacher needs the same materials. In this instance, the materials will be reserved in the library for in house use only.
* Teachers may check out reference materials and other traditionally non-circulating items overnight only, returning them at the beginning of the next school day.

Student Use:

* Students in grades K-1 may check out 1 item at a time for a 1-week period using the automated circulation system.
* Students in grades 2-4 may check out 2 items at a time for a 1-week period using the automated circulation system.
* Extra checkout is open daily for students who need to return items for new materials.
* Late materials do not incur fines; however, students will not be allowed to check out any item once a previously checked out item is past due. The student may resume regular privileges when the said material has been returned or the material has been paid for at replacement cost.
* Once the lost material has been paid for and subsequently found, the student can return the book for a refund.

Equipment Checkout:

* Equipment should be promptly returned to the library when it is finished being used. If equipment is needed longer than originally anticipated, notification should be made to the librarian.
* If equipment breaks during use, the librarian should be contacted immediately. He or she will either locate and fix the problem or subsititute other equipment when available.

Overdue Policy:

* Books/library materials are to be returned by the end of the day they are due. An overdue notice will be issued to students with overdue materials periodically throughout the semester and weekly as the semester comes to an end.
* Overdue materials not returned by the end of each semester will become an obligation on the student’s records and must be returned or paid for before report cards are released.
* Each borrower is held responsible for all library materials drawn on his/her name. Injury to library materials beyond reasonable wear and all losses shall be paid by the borrower. Excessive abuse/loss of materials may result in restriction of library privileges as designated by the librarian.