**Luther Branson Elementary Library Media Program Policies and Procedures**

**Purpose**

The purpose of the policies and procedures handout is to provide a guide for the operation of the LBE Library Media Center. The handout will be updated as changes are made in the library media center.

**Student Procedures**

**Rules for entering:**

1. Wait quietly in the hall until the librarian is ready for your class to enter.
2. Place books in the designated area for returns.
3. Listen for directions from the librarian to be seated at an assigned table or on the carpet area.

**Rules for book checkout:**

1. Wait to hear your table called to check out books.
2. Be sure to get a shelf marker from the basket.
3. Use your shelf marker when removing a book in order to return it to its proper place on the shelf.
4. Work quietly and independently to choose your book.
5. Wait quietly in line to check out books.
6. Return to your seat to read or complete a skill activity.

**Non-Traditional School Day:**

Library classes missed due to holidays, assemblies, school-wide functions, guest speakers, etc. will not be rescheduled. If your students need to check out books, please utilize the open checkout procedure.

**Circulation Policy**

**Student Checkout:**

* Since students come to the library once a week, the loan period is 1 week. Students must return their book to the library to renew. In order to check out a new book, students must return previously checked out books. Renewals are limited to two unless special arrangements are made with the librarian. Permission for more materials and/or renewals may be granted when necessary for an assignment.

**Book Limit:**

* Grades 1-5 will checkout 1 book. Once an AR test is taken for that book, the student can check out another book.
* Kindergarten will check out 1 book at a time.

**Overdue Notices:**

* Overdue notices will be printed and distributed to students periodically to ensure books will be returned in a timely manner. Students will not check out a new book until the overdue book is returned.

**Damaged Books:**

* Students are taught good book care at the beginning of the school year. Please encourage students to take good care of library materials. If a book is accidentally damaged, parents/students should not attempt to repair it. The book should be brought to the library so the librarian can repair it for circulation, if possible.

**Teacher Procedures**

Staff Policies:

Staff are always welcome to use the Library Media Center before, during, and after school. If you need assistance from the librarian, please ask outside of instructional time.

* The standard length of time to check out library materials for staff is:
  + Books – 3 weeks
  + Audiovisuals – 1 week
  + Periodicals – 1 week
  + Equipment – daily
* You may check out resource materials by signing the sign out sheet. Be sure to include the name of the resource.
* Please provide the librarian with your curriculum map so lessons will correlate as much as possible.
* Teachers may schedule events in the library for research or a project their class may be working on.
* Please fill out a book request form for books needed for your curriculum.

**Equipment Policies**

* Material and technology equipment request forms are available in the teacher workroom. All requests must be completed 2-3 days prior if librarian assistance is needed.
* If any equipment is lost or stolen, please notify the librarian immediately.