

East Millbrook Middle School Media Center Circulation Policies and Procedures

I. Purpose: The East Millbrook Middle School Media Center has created circulation policies and procedures to give fair and equitable access to all patrons.

II. Loan Periods: Students may borrow library materials for three weeks at a time. Staff do not have a time limit.

III. Checking Out Materials: Students are permitted to check out as many books as they can be personally responsible for at a time. This is an individual choice and is the responsibility of the student. This means returning the books on time and in the same condition borrowed. Students are not allowed to check out books for other students. The person who checked out the books in their name is responsible for all damaged or lost items.

IV. Renewal of Materials: Students must bring the book to the media center in order to renew it. Students may renew a book as many times as they need. However, if there is a hold on the book, then it cannot be renewed.

V. Hold Requests: Students may request to put books on hold, if they are already checked out. The librarian will notify the student and student's homeroom teacher when the book on hold becomes available for checkout. All holds will be set aside for one week. If the book is not picked up within one week, then it will be returned to the shelf or given to the next person that has requested a hold on the title.

VI. Lost Materials: Students should inform the librarian as soon as they realize they have lost a library book. The fee to replace the lost book will be the publisher's cost for a hardcover book. When the book replacement fee has been paid, the librarian will write a receipt and remove the book from the student's record. Students should retain their receipt. If the book is found in good condition and in a timely manner, the money will be refunded to the student.

VII. Damaged Materials: If a student returns a book that is damaged, then the student will be charged on a case-by-case basis. The fee will be determined by the librarian based on how much damage has accrued. If the librarian determines the book cannot be repaired, then the student will be charged the cost to purchase a hardcover replacement.

VIII. Restriction of Privilege: East Millbrook Media Center reserves the right to restrict patron circulation privileges based on actions such as: consistent overdue books, several damaged book incidents, and theft of materials.

IX. Patron Records: Patron records will not be shared with other students and will remain confidential.