

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 & equitable access to all patrons.

II. Loan Periods:

East Millbrook Middle School Media Center has created the following loan periods for resources:

Fiction and Nonfiction Books: 3 weeks

Faculty use: No time limit given

III. Checking Out Materials:

Students are permitted to check out two books at a time. They are able to check out additional books if it is needed for a project. Battle of the Books students are allowed to check out three books at a time. Staff members are allowed to check out as many books as they need.

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 two times before they need to return it. If there is a hold on the book, then it cannot be renewed.

If books are overdue, then the student will not be able to check out additional materials until the books are returned or renewed.

V. Hold Requests:

Patrons can request to place an item on hold by stating their request to one of the library staff. When the book is returned, the library staff will notify the person through a written notice that the hold is available for pickup. 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:

If a student believes they have lost a book, he or she needs to have the media center staff inform them of the cost of their book. Students will not be able to check out

any additional books until the book is paid. The fee will be the publisher's cost for a hardcover book.

When the book has been paid, the library staff will write a receipt and remove the book from their record. Students should retain their receipt. If the book is found in good condition, 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 media specialist based on how much damage has accrued. If the media specialist 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.