Garfield Library Policies

Students, teachers, and staff are welcome to check out books before school, at recess (unless there is a scheduled class in the library), during scheduled library visits, at lunch, and after school.

Students

*Borrowing Rules*

* With the approval of teachers, students are allowed to check out a maximum of two books per library visit. The loan period is two weeks.
* It is encouraged that students return their books the day before their scheduled class library visit.
* All students are eligible to borrow materials unless they have lost or overdue books, have purposely damaged materials, or their parents or guardian has requested borrowing privileges be withheld.

*Overdue Books*

* Overdue reports will be sent each week to the students’ teachers (via email or school mailbox) for him or her to conference with students about late materials.
* No fines will be issued for overdue library books.
* Students will not be allowed to checkout other books until the overdue material is returned.

*Renewals*

* Students may renew their books for another two week loan period, unless the book(s) has been requested or is a high demand item.
* Students must bring the book(s) to the librarian to renew it.

*Lost or Damaged Books*

* If a book is lost or damaged, the book must be paid for before additional books can be checked out.
* Students’ parents are responsible for paying the average replacement cost of each book lost or significantly damaged.
* Payment for a lost book is reimbursed should the book be found and

returned in good condition.

* Damaged books should be brought to the librarian for assessment and repair. These items should not be repaired at home.
* Any student with financial constraints should see the librarian about other means of paying off the debt.

Teachers and Staff

*Borrowing Rules*

* Teachers and staff may check out an unlimited number of books at any time.
* Teachers and staff may keep books as long as needed, but it is encouraged that teachers and staff return books when the books are not needed anymore.

*Overdue Books*

* Teachers and staff are exempt from overdue books.

*Renewals*

* Teachers and staff are exempt from renewals.

*Lost or Damaged Books*

* If a book is lost or damaged, the book must be paid for before additional books can be checked out.
* Payment for a lost book is reimbursed should the book be found and

returned in good condition.

* Damaged books should be brought to the librarian for assessment and repair. These items should not be repaired at home.

Facility Use

* Only one class is permitted to visit the library at a time
* Teachers must sign up with library personnel in advance
* Please coordinate in advance with the library media specialist for all library visits
* No food or drink is permitted in the library at any time
* Teachers should avoid sending students to the library during class time unless the visit is pre-arranged with the library media specialist
* Users must follow all posted guidelines

Scheduling

* Teachers may sign up to bring their class either in person with the library media specialist or they may fill out a request online.
* Each teacher may schedule a visit at least once every two weeks. Wednesday is flexible and up to the library media specialist’s discretion.
* Teachers must give the librarian at least a 24-hour notice if the class cannot make their scheduled visit.