



## **Procedures and Policies**

### **Media Skills**

Media classes and programs are provided to teach students media skills. An appreciation for literature, information, and knowledge is promoted. Our goal is to teach students to be lifelong learners.

### **Circulation Policy**

#### **Kindergarten**

Kindergarten students may check out one book at a time with parent permission. Books are due one week from check-out date.

#### **Grades 1-5**

Students in grades 1 – 5 may check out two books at a time. Books are due one week from check-out date.

Students are encouraged to return books when they have finished reading them and check-out new reading material. Do not wait for the due date or media class. Ask your teacher for a pass to come to the Media Center. The Media Center is open from 7:20 am – 2:00 pm.

If a student has not finished reading a book by the due date they need to bring the book to the library and renew the book.

Students are encouraged to keep their books in their backpack when they are not reading the books.

