



## Circulation Policies & Procedures

---

- All students are given time for circulation during library class every week.
- Books for personal pleasure from our general collection may be checked out for one week; however, we will renew them if the student is not finished. In addition, books that are for class projects may be checked out for longer periods.
- The limit of books checked out for personal reading are as follows: Kindergarten 2 books, first and second grade 3 books, Intermediate and Middle Level students 4 items (books, magazines, audiobooks). Additional books may be checked out for curricular projects.
- Reference books generally are used in the library. A librarian will copy any pages needed.
- Current issues of magazines are used in the library. Third through eighth grade students may check out one back issue at a time.
- One audiobook may be checked out at a time by third through eighth grades.
- Library materials may be returned in the library "drop-box" near the library entrance. There are two slots: one inside the library and one outside the library across from the elevator. In addition, Primary Level students can return library materials to a library box in the homeroom.
- Materials may be placed on reserve by a teacher for a class assignment. These materials are used in the library and do not circulate for a specified time.
- A "hold" may be placed on a book that is checked out to another person. It will be set-aside for the student when it is returned to the library.
- If a book is missing, students are encouraged to look carefully at home and school. Often books are found. Books may be paid for by cash or check made out to Falk School Library Fund. If a paid book is found during the same school year, the payment will be refunded. All money collected for lost books is used to purchase new books.