

Library Procedures

Library will be **open** every day to all students from **7:30 – 4:00**, except during Librarians lunch.

Check the **Library Schedule** to **determine** any **pre-scheduled class time**. This will help teachers to determine the best time for the Library to accommodate classes. If you need to **schedule** a **full period** time slot, do so the **week before**.

Send no more than **(3) students** from your class **at a time**, if **more** are sent a **teacher must accompany them**. Please don't send students in for free time.

Grades **Pre K through 06** have a weekly pre-scheduled **story/circulation** time.

Circulation of Books

Grade	Number of Books	Circulation Period
01 – 06	3	7 days
07 – 12	3	14 days
Staff	no limit	99 days

Exceptions will be given to the book limit with classes that are doing research papers.

The **Library** is to be used for leisure reading, studying, and research. The computers may be used for report writing, research, and using the online card catalog.