

## Carl E. Schluter Elementary School Library Policies

The Carl E. Schluter Elementary School Library is open to all students, faculty, staff, and parents. It is an integral part of the school community. Children are involved in a variety of activities including storytelling, library skills, book talks, books selection, reading programs, research projects, and other technology and literacy-based activities.

Kindergarten through fifth grade classes visit the library with their teachers once a week during a regularly scheduled 30 minute class time, unless otherwise requested by the teacher. With a pass, students may visit the library independently after announcements as long as the librarian is present and it does not interfere with classroom activities. Please remember to check the library Outlook calendar for appropriate and available times.

The following policies are in place in order for the library to run smoothly and allow for maximum accessibility.

- Books may be checked out for a one-week period. Students in Kindergarten through second grade may have two items checked out at a time. Third grade through fifth grade students may have three items checked out at a time. Additional books may be checked out for projects or special projects with permission.
- The library is open on Wednesdays and Fridays for check out. Students must obtain a library pass from their teacher prior to visiting the library.
- Reference books and current magazines are available for use in the library. Back issues of magazines are available for checkout.
- Students are responsible for any lost or damaged books. Notes will be sent home from the library monthly.
- Everything must be checked out through the circulation desk. In the event the computer is not working or is occupied with a class, the manual checkout binder will be left on the counter at all times for your convenience.
- Before videos or DVDs can be shown, appropriate paperwork must be on file with the librarian. Please refer to the district media policy and consult Eduphoria for the proper forms.
- Flex times are built into the schedule for classes to work on special projects or additional research. Teachers wishing to schedule extra visits to the library for this purpose should do so at least a week in advance by email or in person.
- Library classes missed due to school holidays will not be rescheduled. Classes missed due to field trips and assemblies may be made up if there is time in the schedule. It is the teacher's responsibility to make arrangements at least a week in advance.
- The library should be put back in order after classroom activities or meetings; tables and chairs in place, white boards erased, trash and drinks discarded, personal belongings and food removed.