



Recommended Task

Sample Circulation Guidelines

Circulation guidelines define how materials from the school library may be used by patrons. Frequently, students and teachers will have slightly different check out limits and late policies. The following example is intended to model what circulation guidelines might look like in a school library.



Sample Circulation Guidelines

A. STUDENTS

1. Kindergarten and first grade students may check out one book at a time.
2. Second and third grade students may check out two books at a time.
3. Fourth, fifth, and sixth grade students may check out three books at a time.
4. All books are checked out for one week and may be renewed.
5. No fines will be charged for late books. Lost or damaged books must be paid for by the student or their parents.
6. Students with late books will not be allowed to check out any more books until their check-out books are returned.
7. Students may not check out reference materials.

B. TEACHERS AND STAFF

1. Teachers may request carts with books and other materials for their classrooms.
2. Teachers may also check out reference books.
3. Books may be put on hold in the school library for special assignments.
4. Teachers may check out as many books as they can use and keep them for a reasonable length of time. If other teachers need the same books, teachers will be asked to share. The librarian will not disclose which teachers have which materials to protect teachers' privacy.
5. The school library is normally open to teachers before and after school.
6. Computerized overdue lists will be delivered to classes weekly. Teachers will be asked to remind students whose names are on the list that they overdue books.
7. Teachers will not be provided with the titles of the books their students checked out in order to protect their students' privacy. Students may ask the librarian if they have forgotten which books still need to be returned to the school library.
8. When photocopying materials, district policies and copyright laws must be followed.

C. PARENTS

1. The school library is available to parents throughout the day.
2. Parents who want to check out books for their children must follow the same procedures as that student's class. Items will be checked out in the student's name.