Deep Springs Elementary Library

Circulation Policy

Rationale: It is the policy of the DSES Media Center to encourage students, faculty, and staff to make full use of library materials and services, while at the same time instituting a procedure which promotes fair and equitable use.

Goals and Supportive Principals:

- The media center supports the ALA and AASL’s concept of free access to library materials for minors and safeguards the rights of the individual student to privacy and confidentiality regarding choice of materials.

Policy Provisions: Students:

1. Check Out

- All students are eligible for checkout unless they have lost or damaged materials, or their parents or guardian has requested borrowing privileges be withheld.
- Checkout is normally handled during classroom library time. However, students are encouraged to borrow and return at any time their teachers permit them to visit the library.
- Some library materials such as reference books, video tapes, DVD's, and computer software do not circulate to students. (Requests to view videos or preview cassettes and CD’s may be fulfilled within the media center before or after school by appointment.)
- Some items may be limited for checkout due to limited quantities or high demand. Only one magazine may be checked out at a time per student. Also, highly popular books and series, such as Diary of a Wimpy Kid, Harry Potter, Captain Underpants, etc., will be limited to one checkout per student.

2. Terms of the loan

- Books normally circulate 1-2 weeks depending on the specials rotation for the year. Due date is the day before the student’s library class time.
• Primary students are allowed to check out one book at a time, while intermediate students are allowed two. For special requests or situations, consult the school media specialist.
• First graders must wait until the beginning of October to bring books home. Kindergarten students need their classroom teachers’ permission.
• Circulation for all other students begins two weeks after the first week of school.
• Before withdrawing from Deep Springs, students must return all borrowed materials. Failure to do so will result in the new school librarian being notified.

3. Renewals

• A book may be renewed for an additional one week period unless it is a high demand item or a magazine.
• Students must bring the book to the library to renew it.
• Reserve materials may be renewed on a day by day basis only if no one else has requested the material. The materials must be physically presented at the circulation desk for renewal.

4. Overdue Books

• Overdue reports are emailed each week to the students’ homeroom teachers for him or her to conference with students about late materials. After one month, the student will receive a written overdue notice from the library. After two months, parents of students in grades 2-5 will receive parental notices.
• No fines will be issued.
• Students who fail to return magazines and high demand items on time will be prohibited from borrowing similar items.
• Primary students will not be allowed to checkout other books until the overdue material is returned. Intermediate students may borrow a maximum of two books at a time until an item is one month overdue. After a month, there is no checkout until the overdue items are returned. Intermediate students are allowed more overdue time because of longer reading assignments.
• Upon notification by other school libraries, Deep Springs will withhold borrowing privileges of new students until materials are paid for or returned to the original school. However, the Deep Springs Media Center is happy to return any Fayette County Public School library materials for free.
• Twice a year, students with chronic overdue materials may be
referred to the principal for additional action.

5. Lost or Damaged Books

- Students are responsible for paying the average replacement cost of each book lost or significantly damaged.
- Damaged books should be brought to the librarian for assessment and repair. These items should not be repaired at home.
- Students who do not replace lost or significantly damaged materials at the end of the year will not be allowed to borrow materials for one year following the lost item’s due date.
- Once a student’s borrowing privileges have been reinstated, checkout will be limited to one item at a time.
- Any student with financial constraints should see the librarian about other means of paying off the debt.
- Refunds are issued twice a year: in December and during Summer Break.

Staff:
1. Checking out books, audiovisuals, and other materials

- All materials must be checked out on the automated circulation system.
- Reference and reserve books may be limited to overnight use or for single class period.
- Non-print circulation depends on availability of materials and equipment.
- Large equipment, such as overheads, etc. must be personally checked out and escorted to a room by an adult.
- A written or email request may be presented to the librarian for books, videos, and software to be checked out and delivered to the classroom teacher.

2. Terms of the Loan for faculty

- Long-term loans are permitted.
- In order to fulfill other circulation needs, staff members are asked to return materials as promptly as possible when finished.
- Staff may be required to pay for missing materials in the following circumstances: items borrowed for personal use, audiovisual materials, and equipment.
- If an item appears to have been taken by a student, staff will not be responsible for the cost.
- Staff members who have missing materials on a repeated basis will be required to pay for the lost items.

**Expensive Materials:**

- At times, the media center may purchase items which are particularly expensive and whose loss would be a financial burden. In this event, these materials will be placed on reserve and usage may be overseen by media center staff. Individuals needing access will contact library personnel.

**Procedures Established for Policy Implementation:**

1. The Circulation policy is published on library’s website for access by all patrons. It may also be made known through the student handbook, orientation, etc.

**Exceptions:**

The Council may at its discretion allow exceptions to the provisions in any or all of the charges.

The librarian reserves the right to make accommodations in the policy depending on individual circumstances. (For example, students placed into foster care would not be held responsible for missing items left in the home.)

**Related Policies:**

Curriculum Policy

**First Reading:** 2/8/10

**Second Reading:** 2/19/13