

**Manning Primary School**

**Media Center Policies and Procedures**

Borrowing Books:

* Students may check out two books and keep them for one week.
* A book may be renewed if the book had not been placed on hold for another student or faculty member. Books must be brought to the media center to be renewed.
* Previously checked out material that is overdue must be returned before checking out additional material.
* Parents will be notified of overdue materials that exceed 30 days.
* Students may check out and return books during their regular scheduled class time as well as on days the school librarian does not have classes. A pass is required from their teacher on days they are not scheduled for library time.

Book Care:

* Always keep books in a safe place.
* Always keep books away from food and drinks.
* Always use a bookmark to mark your place in a book.
* Always treat books with kindness and care.

Fines:

* There are no late fees assessed for material not returned by the due date; however, no further material may be checked out until the overdue materials are returned.
* If a book is lost or damaged, replacement of the material is expected and will be resolved with the responsible parties on a case-by-case basis.

Computer Use:

Computer use in the library media center will be used exclusively for school related activities and research.