## Mossy Creek Elementary Media Center Policies

## **Circulation**

The Media Center strives to be an essential part of the instructional program and the hub of the school. We are assisting students and staff in becoming effective users of ideas and information while creating life-long learners and lovers of reading.

The media center operates on a fixed schedule. Students come during their regular scheduled class time and are permitted to come throughout the day to exchange their books once they have finished reading and to utilize the media center at the convenience of the classroom teacher. Teachers and students are encouraged to check out materials as needed for personal or classroom use. Students are aware that classroom library books do not go home, but they are allowed to take media center books home.

## Check out

Listed below are the amounts of books students are allowed to check out each week.

GRADE	NUMBER OF BOOKS
5K	1 book
1 <sup>st</sup>	1 book
2 <sup>nd</sup>	2 books
3 <sup>rd</sup> - 5 <sup>th</sup>	2 books

Books are due weekly and may be returned before the due date if ay be

overdue fines when books are returned late, however we do know that accidents happen but when a student returns a book that is damaged (

) or has lost it he or she will have to pay to replace it.

## Expectations

Why do we have expectations in the media center? To help keep us safe, to help us get along/work together and to help us learn. We are a