



Library Policies and Procedures

Library Hours

7:30 – 4:00 daily
(As Staffing Permits)

Class Scheduling

A Week Schedule: Flex

Teachers may schedule additional time during “flex” weeks to work with their students on class projects. This allows the librarian to work with teachers to support the curricular objectives of each grade level instead of working in isolation. Students may come to the library in pairs throughout the day provided they have a pass and are able to work independently.

B Week Schedule: Fixed

Please adhere to the schedule as much as possible. Teachers are to accompany their class to the library and assist students with selection and checkout of appropriate materials related to individual student reading level. Students (2nd-5th) may come to the library in pairs throughout the day provided they have a pass and are able to work independently.

Circulation

All library materials must be checked out through the librarian. Please do not leave notes indicating that you have borrowed an item.

Reference materials such as encyclopedias, atlases, etc. may be checked out by faculty/staff members only, for your own use or for student use in the classroom. Reference materials must remain on campus.

Students- Books are circulated for a 14 day period and can be renewed once thereafter. Students should return books every two weeks during their scheduled library period. Students are allowed to checkout 2 books at a time. There are no fines but students may not checkout a book if all books have not been returned. If a book is lost, the student must pay for the book before being allowed to checkout more books.

Staff- Teachers may checkout a maximum of 50 books for classroom use. Books may be circulated 30 days. All materials must be returned before checking out other materials. **Faculty/Staff members will be held financially responsible for any library materials that are lost or damaged beyond repair.**

Be sure to return library materials when there is library staff available. This will ensure that materials are not lost or misplaced. All library materials, including videos, being returned should be placed in the book drop.

Please do not send students to return library materials for faculty/staff members. If materials are damaged accidentally by a student, the responsibility lies with the person who has the materials checked out in their name.

Please do not “lend” out library materials that you have checked out in your name. Materials become misplaced very easily this way.

Video/Cable Requests

All videos shown in the classroom should be part of your lesson plans and follow “fair use” copyright laws for educators.

All videos must be G rated as per BISD policy.

Scheduling Materials

We are here to provide a service for our staff and students. If you need materials (books, AV, software...), please submit a **Library Materials Requisition Form** or email request to mdavies@bisd.us at least a day ahead of time. We will accommodate your request as soon as possible; Last minute requests may not be filled due to time/class constraints.

Request for Materials

If there are materials you would like to have purchased for use in the library, please submit your request and we will purchase as much as our budget permits.

Library Printers

Students may use the printers in the library for class related materials only. The first copy is free; all subsequent copies will be \$.05 each.






Teachers’ copies are free but you must supply your own paper.

Discipline

Please continue to support us by encouraging favorable student responsibility and behavior in the library. If a student is disruptive in the library, let’s collaborate and determine an appropriate consequence for that student.

Library Club

Fourth & Fifth grade students who are recommended by the teachers as dependable, able to follow directions and are interested in learning more about the library will be considered. The Library Club will meet before school. Student assistants may perform the following tasks:

-  Circulating materials to students and staff
-  Shelf materials that have been returned
-  Process new materials to be added to the collection
-  Help to main a neat appearance in the Library
-  Participate in Book Talks