

Bruce Guadalupe Elementary School
Bruce Guadalupe Middle School

Library Procedures



What a school thinks about its library is a measure of what it thinks about education.

- Harold Howe, former U.S. Commissioner of Education

Compiled and Written by Rachel Klug
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Statement

The Bruce Guadalupe Library Media Centers provide materials to promote the love of reading, to support the curriculum and the Wisconsin Model of Academic Standards. The BG Library Media Centers will provide resources for students and staff in the form of print, non-print and electronic materials, in order to complete assignments, explore ideas, and find a wide variety of recreational reading on many levels and topics, so that students will become lovers of reading, independent library users, informed users of information, and life-long learners.

Hours

The BG Library Media Centers are open from 7:30 a.m. until 3:30 p.m. on Mondays and Fridays and from 7:30 a.m. until 4 p.m. on Tuesdays, Wednesdays, and Thursdays.

Collection Development Policy

The Bruce Guadalupe Library Media Centers follow the guidelines set forth in the Bruce Guadalupe Collection Development Policy.

Circulation

Any staff member may borrow materials.

Students visit the library on both a scheduled and independent basis for instruction and book checkout. Elementary classes have a regular weekly time slot for instruction and book checkout. Middle school students have regularly scheduled bi-weekly time slots, as well as flex time each day to be utilized by teacher planned sessions or individual visits. Individual students may come during the day with teacher permission, or a pass obtained from the librarian.

Number of books students may check out at any one time:

Grade	Number of Books and/or Materials
Kindergarten	1
First	1
Second	2
Third	3
Fourth	4
Fifth	5
Sixth	6
Seventh	7
Eighth	8

This reflects the number of books a student may have out at any one time, however, students have access to the library daily and may come down each day, with teacher permission, for a new book, provided they return the previous one/s.

Students in grades four and five who are doing research projects may have their limit extended for a project or assignments.

Length of circulation period and renewals:

Kindergarten & first: one week
Second through fifth: one week, plus renewal option
Sixth through eighth: two weeks, plus renewal option

Books may be renewed up to two additional times. The book must be present to be renewed.

Magazines

Current issues of magazines are not available for checkout, however back issues of magazines may be checked out.

Reference Materials

All reference materials are restricted to the library. Teachers may checkout reference materials for classroom use.

Checkout

Materials must be checked out at the circulation desk before being taken from the library.

Students are responsible for all library materials checked out in their name.

Reference books and periodicals are used for instructional purposes in the library media center.

Students with overdue books may not check out another book until the overdue books are returned.

Library Media Center Rules

Elementary

Respect the library by having a positive attitude and showing self-control.

Respect others by cooperating and sharing.

Respect our time by coming in quickly and quietly, and by starting and stopping on time.

Respect school equipment by caring for the books, the computers, and using the shelf markers.

Be a responsible learner by listening, following directions, and participating positively.

No food or drink allowed in the library.

Middle School

1. No food, drink, or gum are allowed in the library.
2. A quiet courteous atmosphere must be maintained.
3. The library is open each day during both enrichment hours and ASAP. A pass must be obtained from the librarian prior to entering the library at these times.

Students, who fail to meet their responsibilities in the library, will be given a verbal warning. If it is during regular class time and the misbehavior continues, the student will be sent to the office. If necessary, parents will be notified about student behavior.

Computer Rules

All students are allowed access to the computers.

Students must have signed and returned the Internet Acceptable Use Policy in order to use the Internet. The AUPs are filed in the main office or with the technology teacher.

Students may use the Internet only for research purposes. Students may not check personal e-mail, play recreational games, use instant messaging, and visit chat rooms or social network sites.

Since there is only one printer, students must ask for permission before printing.

Damaged and Lost Books

Students are responsible for damaged or lost books. If a book becomes accidentally damaged or lost, the student is responsible for reporting it.

If a book page accidentally rips, it should not be repaired at home. The librarian will repair the book.

If a book becomes damaged beyond use, the student will be billed for the replacement cost.

Overdue Books

The BG Library Media Centers do not charge a fine for overdue books. Overdue notices are sent out on a routine basis and if a student has books overdue more than two weeks we reserve the right to suspend borrowing privileges or limit the number of books out at any time, until the overdue items are returned.

Students who have chronic overdues may have borrowing privileges revoked or limited, or have books they need for assignments signed out to their teacher, so they may complete an assignment. They will receive a bill for lost books, if the items are not returned.

The BG Library Media Centers attempt to instill a sense of responsibility while a book is in the possession of the students. This means students are responsible for caring for it, using a bookmark, renewing it, and returning it on time, so others may borrow it.

Student Selection

In adherence with the BG Library Collection Development Policy, students should be free to select books of interest to them.