

INSTRUCTION

CURRICULUM

Instructional Materials – Loaning of Library Material

The school library media program provides a robust collection of library materials, both print and non-print, that are used by staff and students for classroom instruction as well as pleasure reading. In order to maintain the integrity of our collections, all patrons are responsible for returning books and materials to the media center on time. If a library item is not returned, all libraries in the district will follow these steps, in order:

- A letter or overdue notice is given to the student
- A bill, indicating the value of the lost or missing item, is sent home
- A library staff member or school administrator will discuss the missing material privately with the student

If a student has overdue items on their account, check out privileges may be suspended unless the library materials are deemed necessary for class assignments. The West Genesee School District does not collect fines or late fees for overdue items.

In the event that an item is lost or damaged beyond repair, a request for payment, no greater than the actual value of the item, or a request for a suitable, new replacement will be made. Partial payments for items may be accepted at the discretion of the librarian.

Presentation: 3/4/15

First
Vote: 3/18/15

Second
Vote: 4/1/15