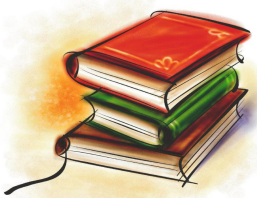


Procedures

- ❖ Students in grades K-2 go to the library for a lesson and check-out on the same day every week. Grades K-2 may check-out two library books.
- ❖ Grades 3-5 go to the library for check-out every other week. Students in grades 3-5 may also go to the library for individual check-out at the discretion of their classroom teacher and may have three library books checked out at a time. Grade 3-5 classes have a flexible library lesson schedule, which means that they come to the library for lessons when it is needed by the librarian or the classroom teacher.
- ❖ Library materials are considered overdue when they have been checked out longer than two weeks. Students in grades K-2 may check out a second book, even if they have an overdue item (except after spring break). If a student in grades 3-5 has an overdue item, they may have two books checked out, not three (except after spring break).
- ❖ After spring break, any student who has overdue library materials may not check anything else out from the library until they bring the overdue item back, or it is paid for, if the item is lost.
- ❖ Overdue notices are sent home about once a month for items that are chronically overdue (by a month or more).



Questions about the library or library materials may be directed to:

Mrs. Senseman

314-415-6366

bsenseman@parkwayschools.net