

Berkman AIA Library

Policies and Procedures

- **Library Program**

The library is open for all students, staff, and community members when school is in session. Each class will have a scheduled time for library lessons and checkouts. The schedule is subject to change to accomodate special programs, holidays, or scheduling conflicts. Additionally, students may independently use library technology and checkout items throughout the school day. Please call if you have any questions.

Students library accounts will need to be kept current and free of fines or there may be restrictions on their library privileges. Parents and community members are welcome in the library. Please see the librarian for a library card and additional policies.

- **Checkout**

PK/Kinder - 1 book

1st - 2nd grade - 2 books

3rd - 5th grade - 3 books

Parent/Community Members - 5 books

Students are encouraged to come to the library any time during the week for independent checkout. Additional books may be checked out for special projects.

Playaways (MP3 players) are for 3rd - 5th grade only. Students will need a signed permission slip (see librarian for form) from their parents to checkout playaways. Only one playaway may be checked out at a time. Earbuds/headphones are not provided.

- **Damaged & Lost Book Policy**

Students and families are responsible for lost and damaged books. Our library has special glue and tape that is used for library book repair when possible. Please do not attempt to repair the book on your own. Please report any damaged books to the librarian. If a book is damaged beyond repair, the cost to replace the book will need to be submitted to the library via cash or check. We cannot accept replacement books in lieu of payment.

- **ID Badges**

Students are required to have a current school ID badge. They will be issued one free id which is to be used in the library, cafeteria, and bus. If students lose or damage their ID card, it is their responsibility to purchase a new ID badge. The replacement cost is \$5.00 for the badge and \$1.00 for a lanyard. All badges will be turned in at the end of the year or when students leave Berkman.

- **Passwords**

All passwords for websites on the Research Resource page are accessible using your child's student number as part of their google email account. Student accounts have the following protocol:

s#####@student.roundrockisd.org