

Main Street Middle School Library Policy

The mission of our school's library program is to provide students and staff with equitable access to print and digital information. Our libraries are an integral part of our instructional program that provides critical twenty-first century skills necessary to create lifelong readers, learners, and ethical users of technology.

Please remember the following rules and procedures as you make use of the library:

1. The circulation period of books & materials is two weeks with one two week renewal.
The due date is written or stamped in the back of the book. (exceptions for class projects.)
2. Two books will be allowed to be checked out at a time. All library materials must be checked out before leaving the library.
3. Returned books shall be placed in the Book Return box near the library entrance.
4. Students with two overdue materials may not be allowed to check out additional materials until at least one is returned.
5. Notices regarding overdue materials may be sent by email to homerooms, or by mail to the student's parent/guardian.
6. Our library does not charge fines for overdue materials throughout the year, but has the right to issue fines if at the end of the school year the materials are not returned and are considered lost.
7. When a book or other library material is damaged beyond repair, a charge will be issued to replace it. Any student with financial constraints should see the librarian to discuss payment of charges.
8. Damaged books shall be returned to the library for repair. Only the librarian is allowed to repair books with tape or glue.
9. If information or materials are needed from another source, the librarian will make every attempt to borrow from other libraries. (SAD#59, town, and state)
10. Printers, copiers, and laminators will be managed by the library and computer staff.