

# JMS Library:

- Check-out is available whenever you have a pass to visit the library, and for a few minutes before and after school.
- Your entire Language Arts class might visit the library. This will depend on your teacher. But it will not be every week, as we often do in Elementary. Middle school students are expected to take more independent responsibility for getting their books.
- Please know your student ID number for check-out. It is best to carry your student ID card and scan it. You will get a new student ID card on picture day. Your PPS student ID is the same every year. It is also your lunch number.
- You may check out as many books as you feel you can track and return soon, up to about 6 books. Books check out for two weeks at a time.
- Use the [online library catalog](#) to see what books you have, their due dates, and to renew them. This is on our school website under the [library tab](#). Click the blue banner labeled “Destiny Discover Library Catalog.” Be sure you are logged in to your PPS student account.
- You can also place books on hold in the library catalog. Or we can do it for you. Hold books are kept behind the circulation desk for you. We also send a reminder email to your student account.
- If you are not finished with a book, feel free to renew it online or we can renew it for you, if it’s not on hold for someone else. You do not need the book with you to renew it. The limit on renewals is 3 times.
- At home, it’s a good idea to find one place where you keep your library books: a dry place, away from pets and little children.
- Sometimes things happen! Please bring damaged books back to the library for repair. Do not mend them at home. We have special library tape we use for repairs. We understand that accidents happen and books wear out.
- If a book is lost, please give it a little time to show up. Talk to us, so we can double-check the shelves. There may have been a mistake. After a while, if the book is truly lost, you pay the school for this lost property. If you pay for a library book and the book is found later in the year, you will get a refund.
- Talk to us if paying is a financial burden. But please do not bring in replacement books.
- If the book is simply late, there are no overdue fines. You do not owe money.
- We are here for you and happy to help!

Ms. Tini Maier (*say Teeny Myer*)  
*she/her/hers*  
Media Specialist  
[tmaier@pps.net](mailto:tmaier@pps.net)  
JMS on M, T every other W

Library Assistant  
JMS every other W, Th, F

