

Tabb Middle School Library Media Center Information



Students are responsible for reading and being aware of the following library information. Students were given this information at a library orientation during the first two weeks of the school year.

Check Out Procedure

- ❖ Students will visit the library every two weeks with their English teachers.
- ❖ Students check out books using their agenda barcode or student ID card .
- ❖ Students may visit the library any time during to check out books as long as they have a pass from a teacher.

Returning Books

- ❖ Students may return books on the way to and from the bus; to and from lunch; and between classes without a pass.
- ❖ Books **MUST** be placed in the book drop at the circulation desk. Students should **NOT** place books on the counter when returning them.
- ❖ Books may be renewed as long as there are no "HOLDS."
- ❖ Books may be reserved at the circulation desk.

Checkout Periods

General Library Books 3 books maximum 2 weeks each book	Reference Books May not be checked out, but the library staff will copy pages for students.
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Overdue Notices

Overdue notices will be printed every Monday and given to English teachers.

1. Students will **NOT** be required to pay overdue fines; however, they will **NOT** be allowed to check out books until overdue books are either returned or paid for.
2. Students will receive two notices at school.
3. If the book is not returned after the second notice, parents will receive a phone call.
4. If the book is not returned after the phone call, parents will receive a letter informing them of the cost of the book.
5. Students will be required to pay for books that are one month overdue.

Refunds

- ❖ **If the book is found and returned within 30 days, a refund will be given.**
- ❖ **After 30 days, students will not receive a refund.**

Behavior Expectations

1. Respect yourself
2. Respect others
3. Respect your school
4. If you need help, ask
5. Return books on time
6. **NO FOOD! NO DRINKS! NO GUM!**

Book Fairs

Book Fairs

Book Fairs are held twice a year. Students visit during their English classes and have the opportunity to buy quality literature. In the spring we have a special buy-one-get-one-free book fair so that students may buy books at a great price for summer reading.

Homework Club Information

- The library is open for Homework Club on Activity Bus Days.
- Students must sign in by 2:52 p.m. and stay until the buses leave.
- Students may not come in late or leave early unless they have a pass from a teacher or parent.
- Students must have one hour's worth of work to do. This is not a time to socialize with friends.

Students should listen to announcements. The homework club may be moved to a classroom occasionally.

