

WMS Library Policies

CIRCULATION

- **Print Items:** Students may have up to five books checked out at a time – with no more than two from the same genre. Items are due back to the library after 15 school days. Students CANNOT check out books while they have a past due book.
- **Digital Items:** Students have access to numerous e-books and audiobooks online through the *Destiny Discover* and *Sora* apps on their WCS Classlink Dashboard.
- **Fines:** There are no fines; however, students with a book that is not returned by the end of the school year will be assessed a fee to replace the book. The book is considered lost at that time.
- **Renew:** Students must renew items in person or on *Destiny Discover* before the due date.
- **Holds:** Students may place up to two holds on books at a time. We ask that holds are not placed on books that are currently in the library.
- **Lost/Damaged items:** If a student loses a book, or if it is damaged while in the student's possession, the student will be asked to pay for the book. If the student locates a lost book within the school year it was paid for, the student will receive a refund.
- **Student Library Account:** Students may view their library account through the *Follett Destiny* or *Destiny Discover* apps on their WCS Classlink Dashboard.

LIBRARY ACCESS

WMS LIBRARY HOURS: 7:20am-3:15pm

- During the school day, students need an eHall pass or note from their classroom teacher to visit the library.
- **Focus:** Because the entire school has access to the library during this time, Focus is very busy. Students should conduct library business promptly and return to Focus so that other students from their class have an opportunity to come. Students need an eHall pass or note from their Focus teacher to visit the library during this time.

COMPUTER and PRINTER ACCESS

Students may print documents through the librarian with permission given through note or email to the librarian by the student's teacher. When a request has been made to print, the librarians will fulfill that request by the end of the same day. All printing must be for school-related purposes.

CHROMEBOOK USE

All Chromebooks are the property of Williamson County Schools and should be used for academic purposes only.

- Students should not remove the cover, screen protector, or labels.
- All content and browsing activity are monitored.
- Any damage to the device is the financial responsibility of the student.
- Students should only use the WCS charger that is issued to them.
- Students should leave chargers at home, and Chromebooks should be turned off and charged 8+ hours each night.
- Students who borrow or trade out Chromebooks from the library due to failure to charge their device will be given a warning for the first three offenses and strikes each time thereafter. After nine weeks, a new warning will be given.

LIBRARY EXPECTATIONS

- Return or renew borrowed items on time.
- Replace lost/damaged items by paying the replacement cost of the item.
- Always be mindful of your voice level.
- Respect the variety of learning activities going on in the library.
- Clean up your workspace.
- Always bring your Chromebook as the barcode serves as your library card. Replacement barcodes are available upon request.
- Sign in at the Circulation Desk before proceeding with your library business.
- Follow expectations for technology use according to the WCS Acceptable Use Policy.
- Follow all behavior expectations of WMS as stated in the Student Handbook.
- Check out at either desk when leaving the library.

SPECIAL EVENTS & ACTIVITIES

- On occasion, the library will host an author visit appropriate to WMS grade level students.
- The library will endeavor to host two week-long book fairs featuring middle school appropriate books and materials available for purchase.

- The library hosts multiple Warriors each day. Students can sign up in Flex and enjoy Quiet Studying and Reading, Crocheting Club, Open Library, Bingo, Makerspace, and more.

Woodland Middle School Selection Policy

The Williamson County Board of Education Library Materials Policy 4.403 can be found [here](#).

Additionally, at Woodland Middle School, we uphold the AASL Common Beliefs and the ALA Library Bill of Rights. For book selection, the library strives to consult at least two juried sources, such as *School Library Journal*, *Kirkus*, *Horn Book*, etc. The library contains books of various reading and interest levels. Students are encouraged to select books based on their interests and maturity levels. Books which are recommended for grades 8 and up will be labeled with a YA sticker to let patrons know that the book contains mature content. Students who feel that a book is not appropriate for them should return it and ask the librarian to help them find books more suitable for their needs and interests.

Mature Materials

Beginning with the 2025-26 school year, the WCS School Board updated policy [4.403](#) to include books that would require parent permission for students to check out from the library. The school librarians meet periodically to review their collections for compliance with the Tennessee Age Appropriate Act. The librarians have added an additional layer to their periodic review of texts to consider books that are in compliance with the Tennessee Age Appropriate Act but might have more mature content as outlined in 4.403. Books that are marked for "parent permission required" will be labeled in the Library Catalog, which can be accessed from the link on each library media center's website. Librarians will begin to create this list as they continue to review books in the 2025-2026 school year.

Further, knowing that each family determines the breadth of intellectual freedom allowed within their own household, parents/legal guardians have the ability to review what has been checked out by their child from the library. Should parents/legal guardians wish to limit what their own child may check out from the school library, a parent/legal guardian may request that a limitation be placed on their child's library account by completing the [restriction form located on the library media center page of the school's website](#).