Circulation Policy

Gehring Academy

2026-2027 School Year

All students and staff are eligible to check out library materials.

Staff Borrowing

- **Limits:** Staff may check out as many items as needed to support their instruction and lesson planning.
- **Loan Period:** 1 month.
- **Renewals:** Subject to request based on item demand from other staff members.

Student Borrowing

- **Kindergarten & 1st Grade:**
    - May check out 1 book from the *Everybody Reads* section.
    - *Mid-Year Update:* Following winter break, 1st graders may be evaluated by their teacher. Qualified students who demonstrate readiness for added responsibility may increase their checkout limit to 2 books.
- **2nd Grade:** May check out up to 2 books from the *Everybody Reads*, *Fiction*, or *Nonfiction* sections.
- **3rd–5th Grade:** May check out up to 3 books from any section of the library. Items are checked out for one 6-day rotation cycle and may be renewed up to two times.
- Students will not be able to check out books without returning all items previously checked out.

Overdue Notices

- **Paper Notices:** Distributed directly to students who do not return their books during their scheduled library session.
- **Email Notices:** Sent automatically to parents/guardians every "F Day" of the rotation schedule via Destiny.