Joseph Shanklin Elementary School (JSES)

Library Media Center Circulation Policy

Patrons	Item Borrowing Limits	Checkout Period	Number of Renewals Allowed	Item Fines
Grades PK – 2nd	1 book	1 week	1 time	Only if lost or damaged
Grades 3rd – 5th	2 books	2 weeks	2 times	Only if lost or damaged
Faculty/Staff	No limits	6 weeks	50 renewals	No fines

Patron Responsibility for Library Media Center Items and Materials

All items and materials checked out to a patron are the patron's responsibility until the items are returned and checked back in to the school library media center.

Lost and Damaged Items and Materials

If a library item is lost or damaged, the patron should inform the library staff immediately.

The patron will be charged for the original cost of the item and will be encouraged to pay the fine (or replace the item with a new copy of the same format) before the end of the school year.

Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file.

If the item and other patron fines equal more than $9.00, the patron may be blocked from further library use until the fine is paid in full or reduced below the allowed fine amount.

A student must pay their entire fine before they graduate. If a student cannot do so, they must make arrangements with the school librarian/media specialist to pay off the fine by assisting with library duties.

If a student withdraws from JSES, they must return all library materials and pay all library fines.