

## ***Library Circulation Policy: Spring Creek 6th Grade Center***

### **Checkout:**

Students may checkout books at any time school is in session: Monday-Friday  
7:25-3:00.

### **Borrowing Privileges:**

Students may keep materials borrowed from the library, up to two items at a time, for two weeks. If more time is needed, students may renew materials for up to an additional two weeks.

It is possible for a student to lose borrowing privileges if books have consistently been lost or not returned.

### **Overdue:**

A student will be notified of an overdue book with a printout of the title delivered to his/her homeroom teacher.

### **Reserves:**

A student may reserve a copy of a book if the book is not available for checkout during his/her visit. Please let Mrs. McKim or Mrs. Drake know what book to put on the reserve list.

### **Interlibrary Loans (ILL):**

Students may borrow books from other SEP school libraries if our library does not have the Book in circulation or there are no available copies. Please ask Mrs. McKim or Mrs. Drake to set up an ILL for you.