***Library Rules and Procedures for Loyalsock Valley and Lyter Elementary School***

***When is the Library Open?***

Lyter Elementary 8:45 AM – 3:00 PM closed 11:15-12:30

Loyalsock Valley 9:00 AM – 3:00 PM closed 11:30-1:00

***How often can I check out a book?***

Students will check out and return books during their scheduled library class during the 6 day cycle. Students may exchange their books during the open library times as well.

***How many books can I check out?***

Kindergarten and 1st grade students may check out 1 book during the 6 day cycle. 2nd, 3rd and 4th grade students may check out 2 books during the 6 day cycle. When needed, 2nd 3rd and 4th grade students may check out an additional book for special research projects.

***How long is the Library Loan Period?***

All library books are checked out for one 6 day cycle. Books may be renewed one time. A student cannot check out a new book until the overdue book has been returned. Reminder notices will be sent home with students when books are overdue for an extended period of time.

***Material Donation Guidelines - Memorial, In Honor and Used Materials***

The Montoursville Elementary School will gladly accept the donation of new or gently used materials. The materials must support the school district’s curriculum. Memorial books or books in honor of someone will have a book plate inserted inside the book.

The librarian shall encourage and accept gifts and memorials with the understanding that these materials must meet with the same criteria required for purchased materials. Gift materials not meeting those standards or those that are out of date may not be accepted. Duplicate copies may be donated to other libraries, classroom libraries, or discarded at the discretion of the librarian. The potential donor must be informed of this policy. Old encyclopedia sets, textbooks, magazines and National Geographics shall not be accepted.

1/24/2014