



Glennwood Elementary Library Media Center Policies

All students and parents are encouraged to visit the library media and check out books. We are eager to help you and look forward to having you visit!

- Treat books with respect.
- Read books with clean hands.
- Do not write or draw on the pages.
- Turn pages gently at the corners.
- Remember not to eat while reading.
- Keep books safe from pets and younger children.
- Use the *Five Finger Rule* to choose a "just right" book for you. (Ask your child about this special rule after media center orientation this week.)

"What is the best way for me to choose and care for my library book?"



Check Out Policies

- Students may check out and return books at any time. (Books are checked out for two weeks before they are considered overdue. Students may renew a title twice only.)
- Students in 1st-2nd may check out a maximum of two books at a time. (First will begin checking out two books after showing responsibility for learning with one.)
- Kindergarten students will check out one book at a time to read in their classrooms as they learn great book care. Kindergarten teachers will determine when their students are ready to take home their books.
- If you lose a book, please let Ms. Rittenhouse or Ms. Dishman know right away. They will give you time to look for it. If the book is not found, you are expected to pay the replacement cost.
- Also, if you damage a book, please tell us right away. If we are not able to repair it, you are expected to pay to replace it.



Library Hours: Mondays and Fridays 7:30 a.m. - 2:30 p.m. and Tuesdays -Thursdays 7:30 a.m. - 3:30 p.m.