

Stone Bridge High School Library Circulation Policy 2017-18

Stone Bridge High School Library's circulation policy is in accordance with the LCPS Library Materials Policy.

MATERIALS

Items available for circulation include print books, ebooks, reference materials, periodicals, professional materials, equipment, and audiovisual/media materials. Students may check out books, audiobooks, periodicals, and reference materials. Circulation of instructional DVDs and equipment items is typically limited to staff.

LOAN PERIODS

Students

Books and audiobooks - three weeks; renewal upon request.

EBooks - two weeks, one renewal allowed.

Periodicals - one week

Reference Books - overnight, or longer upon request

Staff

Books and periodicals - 30 days

Media items and equipment - two weeks; equipment may be requested for year-long checkout

Reference materials - overnight; longer period available by request.

Students and staff may renew items upon request.

LOST AND OVERDUE ITEMS

Holds will not be placed for students with outstanding overdue or lost items.

Stone Bridge High School Library does not charge fines for overdue materials. Items should be renewed or returned promptly.

Students with overdue materials will receive notices in English classes with a reminder to return or renew the items as soon as possible. Notices will be automatically emailed if a student email address is on record. A phone call to the student's home may be made for items more than three months overdue. At the end of the year a notice and bill for overdue books will be sent home in lieu of a final grade report.

Students will be charged for lost or damaged materials. Payment should be made to the library so that a replacement copy or similar item can be purchased as soon as possible. Alternatively, the library may also accept a replacement copy purchased by the student.

REFUNDS FOR FOUND MATERIALS

Refunds for lost materials that are subsequently found will be made only if the same or similar items have not yet been purchased.

Updated August 2017