



SALK ELEMENTARY MEDIA CENTER RULES

1. Students are expected to conduct themselves in a **quiet** and **orderly manner** while entering, working in and leaving the media center. **No** food or drink is allowed in the media center.
2. Kindergarten students may check out one book a week. 1st and 2nd grade students may check out 1 or 2 books a week. 3rd-6th grade students may check out 2 items- either 2 books or 1 book and 1 magazine each week.
3. Books and magazines are due one week from the date they are checked out. Items can be returned before the due date. An item may be renewed up to 2 times consecutively.
4. Each student is responsible for items checked out in their name. Once an item is scanned out to a student, it is in the care of that student until it has been checked back in to the media center. If a student chooses to keep the items they have checked out in school, it is **their responsibility** to keep track of them in the classroom.
5. Students who forget to bring back a book or magazine may **not** check out any more books or magazines until **all past due** items are returned.
6. Students/parents are responsible for fines incurred for damage to books and magazines beyond normal wear and/or books and magazines that are lost. A letter with the fine amount for replacement of the item and payment options will be sent home with the student. We **cannot** accept a replacement book as payment. Students with outstanding fines will not be allowed to check out books or magazines until they have been paid.
7. No books or magazines may be taken from the library without being properly checked out.
8. Anyone who cannot follow these rules will be asked to sit quietly and will not be allowed to check out any items.

A copy of these rules are posted on Salk's website
and Salk Media Center's website: <http://salklibrary.weebly.com/> Questions
or concerns? Email Ms. Mough at Kayla.Mough@FraserK12.org

