



Library Policies and Procedures

Library Hours of Operation

Silver Fern International School Library is open from 7:30 a.m. until 3:45 p.m. every school day. Students in PYP 1- MYP 1 may visit the library from 7:30 a.m.-8:00 a.m. each morning to check out books. Students in PYP 1- MYP 1 may check out books during scheduled times with their class. Faculty members are welcome to browse and pick up materials in person or notify the librarian via note or student messenger.

Scheduling

Students in PYP 1- MYP 1 visit the library once a week on a rotation schedule with the other special areas. The students visit to read and listen to stories, practice library skills, use technology, and check out books. The students may check out one book for a period of two weeks or longer if needed.

Student Conduct

Students in the library must follow the established rules of acceptable behavior listed below. Failure to comply will result in the following consequences.

School Rules

1. Follow any teacher's and other adults' directions the first time given.
2. Keep hands, feet, and other objects to yourself.
3. Show respect to teachers, staff, adults, visitors and all school property.
4. Wait to be recognized before speaking.
5. Show active listening when the sign is given.

Special Library Rules

1. Take care of all library materials.
2. Leave food and drink outside the library media center.



SILVER FERN INTERNATIONAL SCHOOL

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Student Checkout

Students in PYP 1- MYP 1 may check out one book per library visit. Materials are due back in two weeks to exchange, or may be renewed for an additional week as long as no has requested the title. Special permission for more materials may be granted when necessary for an assignment.

Staff Checkout

Faculty may check out unlimited numbers of materials as long as needed. Periodicals, audio visual materials, and equipment must be signed out at the circulation desk, if taken outside the library media center. Items should be returned after use so that others may use them.

Reference Materials

Reference materials are to be used by students in the library media center. Teachers may check out reference materials for use in the classroom when necessary.

Audio Visual Materials/Equipment

Students are not allowed to check out audio visual materials or equipment. Teachers may check out audio visual materials for use in the classroom.

Periodicals

Magazines and newspapers are not to be taken out of the library by students, but may be checked out by faculty members. Only current issues are displayed. Back issues must be requested at the circulation desk.

Overdue Materials

Overdue notices are sent home periodically. There are no fines for overdue books.

Lost and Damaged Books or Equipment

If a book or other equipment or material is lost or damaged, the book must be paid for before additional books can be checked out. The replacement cost of the item is quoted on the overdue notice. Payment for a lost book is reimbursed should the book be found and returned in good condition. Students who owe money to the library lose their privilege for borrowing more materials and will not receive their final report card.