



School Library Circulation Guidelines

School Library Program Vision Statement

Preparing ALL learners to become productive and engaged citizens
in an information-rich world.

School Library Program Mission Statement

We develop students and staff who become effective users of information and embrace a love of reading and literature through personalized learning experiences.

To support the mission of School Libraries in the Marshalltown Community School District, access to books within the school libraries is a high priority. While recognizing the differences in student interest, responsibility, and abilities, MCSD School Libraries will follow the circulation guidelines below.

Maximum Number of Books Checked out

Elementary (PK-4): One-two books
Intermediate (5-6): Five Books

Secondary (7-12): No limit
Staff: No limit

Maximum Length of Checkout Period (items may be renewed if other patrons are not waiting)

Elementary (PK-4): Up to two weeks
Intermediate (5-6): Four Weeks

Secondary (7-12): Four weeks
Staff: Four weeks

Lost Items

Materials that have been checked out and not returned are considered lost. Library staff will ask students to locate and return. The price of the item lost will be charged to the student's account so another copy may be purchased.

Damaged Items

Patrons are asked to take good care of items borrowed from the library but accidents do happen. If the item can be repaired, modest charges will be applied to the student's account. In the case that the item is no longer usable the price of the item will be charged to the student's account so another copy may be purchased.

Notifications

Overdue items and fine notifications will be shared with students in accordance with federal privacy standards. Communication of such will be directly to the student or parent. Overdue notices will be folded and taped/stapled if delivered to classroom teachers for distribution.

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Restriction of Student Checkout

Student access to books may only be restricted by the Teacher Librarian and building administration. Checkout to students may be limited to one copy at a time if the student exceeds 3 overdue books or \$30 in fines. In no situation will a student be denied use of a book in their school library.

Teacher Librarians may alter this guideline based on the individual situation of the patron.