



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**

