

# Key West High School Media Center

## Circulation Policy

Created July 10, 2016

Reviewed Annually

### I. Purpose

The Key West High School Media Center has developed circulation guidelines and procedures in order to ensure fair access to information for all patrons.

### II. Loan Periods

In order to check out materials, students must provide their first and last name or school identification card. If a student has outstanding fines or overdue books, he/she may not check out materials.

The Key West High School Media Center has established the following loan periods for materials.

Students may check out three books at a time.

Nonfiction Books & Biographies	3 weeks for students
Fiction Books & Graphic Novels	3 weeks for students
Back Issues of Periodicals	1 week for students
Reserve Items for particular teachers/classes	Faculty designation *
AV Materials	As long as needed unless requested by another faculty/staff member**

\*If a teacher places materials on hold to be used by his/her classes, he/she will determine with the Media Specialist if materials can be checked out or used in the Media Center only and if circulation periods will be limited to ensure fair access for all his/her students.

\*\*Faculty only.

### III. Renewal of Materials

Materials may be renewed by returning to the Media Center and requesting an extension. Materials may only be renewed once. If an item is on hold for another patron, it may not be renewed. If a student has outstanding fines or overdue books, he/she may not renew materials.

### IV. Overdue Materials

Returning materials on time ensures that the information will be available for the use of others. Therefore, prompt return of Media Center materials is strongly encouraged.

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The Key West High School Media Center is responsible for issuing overdue notices and fines for all materials borrowed. A notice will be given to the student's homeroom teacher when an item is overdue. These notices will be issued during the first week of each month. Homeroom teachers will also receive a list of all students with overdue materials so they can encourage prompt returns.

**Fines:** A fine of \$.5 per day (excluding weekends and holidays) will be assessed for each item overdue.

When Media Center materials are not returned, they are considered lost and borrowers are charged for their replacement (see next section).

### V. Lost and Damaged Materials

#### A. Lost Materials

- When a book is 30 days overdue, the Media Specialist automatically issues a lost book billing notice for the current market price of the item. Fees on particular items may vary.
- A full refund will be given if book is found at a later date during the school year and a replacement has not yet been ordered.

#### B. Damaged Materials

The patron will be billed for the cost of replacement of any damaged materials.

#### C. Billing Charges

The minimum charge for lost or damaged books, journals, magazines, or audiovisual materials is its current market value. Renewing or returning materials can prevent such billing.

**VI. Selection and Maintenance Policies:** Key West High School's Media Center adheres to Monroe County School District Guidelines regarding selection and maintenance of materials. Click here for complete guidelines: [http://library-learningcommons.keysschools.schoolfusion.us/modules/locker/files/group\\_files.phtml?parent=28647520&gid=4935800&sessionid=27a827010c5b75cb1a79aa04128b816c](http://library-learningcommons.keysschools.schoolfusion.us/modules/locker/files/group_files.phtml?parent=28647520&gid=4935800&sessionid=27a827010c5b75cb1a79aa04128b816c)