



Madisonville Primary School Library Media Center Rules

- Enter the library quietly.
- Listen and obey the Library Media Specialist's first request.
- Keep hands, feet, and objects to yourself.
- Walk.
- Talk quietly and at the appropriate times.
- Use things the right way and keep them in their places.
- Students must have permission from the Library Media Specialist before getting I Spy books or magazines.
- Students who forget their books should look at magazines or I Spy books during checkout time.
- I Spy books and magazines must be returned to their appropriate places BEFORE leaving the library. These materials are not to be taken outside of the library.
- EVERYONE who comes into the library must help keep it clean and neat. Library users must put their chairs back where they got them when they came into the library. Library users must also make sure all tables and computers are left in good order, and that all trash is thrown away in one of the library's garbage cans.
- Check all shoes BEFORE getting on the carpet in the Story Area. Please help us take care of the carpet and make it last.
- Shelf markers must be used when browsing the shelves for books to check out. This will help keep our library books and shelves in order.

- **Kindergarten students are allowed to check out one book at a time, but are not allowed to take it home. The books must be kept at school in their library book basket in their classroom. Students must bring the books back each week when they come to Library.**
- **First grade students are allowed to check out one book and second grade students are allowed to check out two books at a time. Both first and second grade students are allowed to take their library books home. Students must bring their books back each week when they come to Library.**
- **All library users must take their library materials by the circulation desk to be checked out BEFORE taking them out of the library.**
- **When placing library materials in the Return Slot, all library users must make sure the materials are scanned by the Library Media Specialist or Library Assistant BEFORE the materials are placed in the Return Slot.**
- **If library users need to return library materials outside of their regular Library class time, they should put the materials on the Return Cart in the hallway outside of the library's door. This will help cut down on disruptions to the other Library classes taking place inside of the library.**
- **If students have overdue, lost, or damaged library materials, they will not receive their grade cards or be allowed to attend field trips until the items are returned or paid for. This also applies to the release of school records for transferring students. Notices for such items will be sent out each six weeks before grade cards go home.**