

Circulation Policies

Staff Checkout:

Staff are welcome to check-out as many books as they'd like. Be respectful however, that we all share the same limited collection. Staff can either get checked out by library staff, or write a note with your name, book title, and the barcode number(s), or do the same on the clipboard with the sign-out sheet on the circulation desk. **Please do not remove books from the library until they are checked out or on the clipboard list. If you check out books for classroom use on your account, please do not let students take them home.** Our catalog is available online (My.PPS>[Destiny](#), or through the [Marysville Library website](#)). PPS will send email notifications when books will be due or are overdue. Please return books promptly when finished by dropping them in the book drop.

Student Checkout:

PreK: Students may check out **ONE** book and they must stay at school.

Kindergarten-2nd Grade: Students may check out **TWO** books and they must stay at school.

3rd Grade: Students may check out **THREE** books that will stay at school for the beginning of the year, but can start taking them home later in the year.

Grades 4-5: Students can get up to **FOUR** books and can take them home.

Students will be taught the 5 finger rule for choosing books, but in most cases will be allowed to check out what they want, even if they are unable to read the book. It is this library's belief that in doing so, this instills a love of reading and books for the students.

Check-Out Periods:

The default check-out duration is **TWO WEEKS**. Books will be counted as overdue after the 2 week time period.

PreK classes will be coming to the library every week.

K-2 will have a weekly check-out.

3-5 classes will check out every other week, so this means the students will be encouraged to check out books that will be able to sustain them for a 2 week time period.

Returning Student Books: Classes should return their tub of library books **the afternoon before their library day**. Please do not wait until coming to the library to return books to allow time to get the returned books checked in. If student helpers are returning the books, please let them know to bring the books all the way into the library, even if I'm teaching.

Processing Steps

When new books are received in the library that have already been processed, they need to be stamped with a Marysville stamp and an address stamp within the 1st few pages of the book.

If books have not been processed, then they will be given barcodes and spine labels using Destiny and the books with dust covers will be covered with plastic in order to keep them intact and will be added to the catalog. If a MARC record was not created, one will be made using the MARC editor of Destiny and then added to the catalog. The call numbers given will match the current ones in the collection.

Diversity, Equity, and Inclusion

It is this library's belief that all students and members of our school community should feel represented by the books and materials that are in our library's collection. The diversity of the collection will be evaluated every year by using Titlewave's Collection Analysis tool and materials will be purchased to improve what is lacking. Student voice is also important in this library, and students will be asked what books they'd like to see, how the books should be organized, and if they feel represented in the library. This library will then use that knowledge to continue to build a diverse collection.