

Helpful Information for Using the Media Center

- Every student is allowed to borrow a book and enjoy it for up to 2 weeks. However, the K-2 children usually return their books when their classes come for book exchange every week. Older students are given more responsibility to return, renew (must have the book in hand) or check out additional materials any time during the school day as long as their teacher gives them permission to do so AND the Media staff is available to help.

- The maximum number of books allowed to be checked out by grade level:

Kindergarten – 1 book
Second Grade – 2 books
Third, fourth and fifth – 3 books

- After 2 weeks, books will be overdue and that is when we send overdue notices home. At that point, we tell the student that until that overdue book is returned, or payment is made, they will not be able to check out another book. This also means, for older students, that if they just have one overdue book, and the others they have checked out are not, they will still not be able to take out additional books.

- If the book checked out starts to lose pages or becomes damaged in any reasonable way, please notify us and we will try to repair it. You will never be charged because we consider reporting this to us very helpful. Books are sometimes loved too much.

- If you absolutely cannot find the book, don't panic, you have some choices.

After receiving an overdue notice, call (301) 469-1038, or stop by the Media Center if you are at school to check the latest status. Between the times the overdue notices go out and you actually receive it, the book may have been turned in to the Media Center.

Pay the replacement fee. This is written on the overdue notice. You may use cash or a check made out to Seven Locks Elementary School. After doing so, the book will be labeled "lost" and removed from your child's record so they can resume checking out materials. **If the book is found, you will be reimbursed. There is no time limit.**

Thank you for your patience and understanding. If you have any questions, please don't hesitate to call or stop in for a visit during the school day.

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