

Portola Springs Library Media Center Policy Form

Grades 1-6

Our mission is to teach our students the information literacy skills necessary to access and evaluate information, to use it accurately, creatively, and ethically to provide a wide variety of materials to support the curriculum, and to encourage a life-long love of reading.

Resources

- Circulating collection of over 11,000 print and electronic books
 - **Online library catalog** can be found @ <http://destiny.iusd.org> (select: *Portola Springs Elementary*)
 - **Online Database:** Encyclopedia Britannica: <http://school.eb.com>
 - Username: portolas
 - Password: irvine
 - **eBooks** accessible through Destiny and Overdrive @ <http://iusd.org/overdrive>

Policies

- Students have access to the Library Media Center with their teacher **during a scheduled time.**
 - Book check-out limits per grade level:
 - 1st Grade: 1 book per week.
 - 2nd Grade: first semester 1 book per week, second semester 2 books per week.
 - 3rd-6th Grades: 2 books per week and online books on Overdrive.
- Books are due the day students come to the library. All books checked out the week prior *need to be returned before any new books can be checked out.* Students with late books will **not** be allowed to continue checking out until their books are renewed or returned. Students are able to renew books for one more week with the exception of novel study and books used for class projects. In order to renew a book, it must be presented during the class library visit.
- **Fines** are collected for lost or damaged books. Replacement books are *not* accepted in lieu of paying fines. Access to grades, yearbooks, and borrowing privileges may be withheld until late books/fines are collected.
- Please consider being a Media Center Volunteer! Volunteers are crucial to the function of the library. Volunteers are needed to reshelve books and additional tasks. Contact jennifertrinh@iusd.org or shirleyku@iusd.org for more information.

Jennifer Trinh, Library Media Tech.
Shirley Ku, Library Media Tech.

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Please sign the bottom portion & return the slip to your teacher.

Your child will not be able to check out library books until this form is returned.

We understand the importance of taking care of library books & will follow the guidance listed above. We will promptly pay for lost or damaged books.

Parent Name

Parent Signature

Student Name

Student Signature

Parent's E-mail Address

Teacher Name and Grade