

# Portola Springs Library Media Center Policy Form 2021-2022

*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.*

## **Print and Electronic Resources**

Circulating collection of over 11,000 print and electronic books

- [Destiny](#) (Select Portola Springs Elementary) View the library catalog and other shortcuts.
- [Overdrive/Sora](#) (Username: #lastnamefirstname Password: your 9 digit number)  
E-books and e-audiobooks available to download to ipad, computer and more.
- [MackinVia](#) (Click on the green person next to your name at the top, select "change site", and select Portola Springs Elementary) Includes [ComicsPlus](#) (graphic novel database).
- [Encyclopedia Britannica](#) (Username: portolas Password: irvine) Online access to accurate, age appropriate articles, images, and videos on millions of topics.

## **Policies**

Students have access to the Library Media Center with their teacher during a scheduled time.

- Students will check out 1 or 2 books a week depending on grade level.
- Additional books will be permitted for school assignments.
- All books checked out need to be returned before any new books can be checked out.
- Students with late books or fines will not be allowed to continue checking out library books until their materials are returned and their account cleared.

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.

If you would like to support the library, you can purchase books from our Amazon Wishlist.

[https://www.amazon.com/hz/wishlist/ls/2PDS11H89T1?ref=wl\\_share](https://www.amazon.com/hz/wishlist/ls/2PDS11H89T1?ref=wl_share)

Contact [shirleyku@iusd.org](mailto:shirleyku@iusd.org) or [erinyarborough@iusd.org](mailto:erinyarborough@iusd.org) or visit our website

<https://portolasprings.iusd.org/resources/library-and-media-center> for more information.

Shirley Ku and Erin Yarborough, Library Media Techs

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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