

Portola Springs Library Media Center Policy Form 2022-2023

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 their scheduled time**.
 - Physical Book check-out limits per grade level:
 - TK and K: 1 book/week after training period
 - 1st Grade: 1 book/week
 - 2nd Grade: first semester 1 book/week, second semester 2 books/week
 - 3rd - 6th Grades: 2 books per week
 - Additional books may be permitted for school assignments.
 - E-books also available through Overdrive/Sora and MackinVia/ComicsPlus.
- Books check out for one week with one renewal. In order to renew a book, it must be presented during the class library visit.
- 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.
- **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 erinyarborough@iusd.org or shirleyku@iusd.org 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