

Library Policies & Procedures

Philosophy

Wright Elementary's media program is an integral part of the educational process. Our mission is to provide excellent resources, programs, and services to our educational community in order to enable students to be effective users of ideas and information in their pursuit of lifelong learning.

Circulation Policies

Students are able to check out the following number of materials, based on grade level:

Kindergarten and First Grade – 1 book, Second and Third Grade – 2 books, Fourth, Fifth, and Sixth Grade – 3 books.

Borrowing limits may be increased for the older students for special projects requested by their teacher. Teachers may check-out an unlimited number of books for classroom use. Parents may check-out up to 6 books at a time.

Books are overdue after a two week period. Any students wishing to keep a book longer may renew their book at least once. Additional renewals may be granted as long as there are no requests for the book.

Students are encouraged to check out at least one book on their AR reading level.

Book Care

Students are responsible for the materials checked out to them until they are checked back in at the library.

Book Care Tips: Keep books in a safe, dry place away from pets and small children (Please do not carry water bottles in your backpack with your books); Avoid eating while reading your books; Turn pages carefully to avoid tearing; Always use a book mark or paper to mark your place, never larger items like pencils; If a book is damaged, return it to the library for mending. NEVER try to mend it at home. We have special materials for mending books.

Lost, Damaged, and Overdue Books

No fines are charged for overdue materials. However, check out privileges will be limited if students do not return materials. Books that are lost or damaged must be paid for before any other materials may be checked out.

Schedule

The media center operates on a fixed schedule every Tuesday where all classes K-6 are seen for 45 minutes each.

A flexible schedule is in place on Monday, Wednesday, Thursday and Friday which allows teachers to sign up for additional library time to support specific lessons, skills, and research time. This is a time for the classroom teacher and the media specialist to both be available to assist the students with their needs.

Teachers may send students as often as they wish for individual check-outs, Accelerated Reader testing, and individual research.

Accelerated Reader

Students are given the STAR Reading test three times a year to determine their zone reading level. This zone is a basic idea of where a student can successfully comprehend at least 80% of the material he/she reads. Students are encouraged to check out books on their reading level. Teachers assist students in setting personal goals and students meeting their goals are rewarded for the success.