

Clinton High School Library

Scheduling library use: The library's space and computers are flexibility scheduled using a physical calendar. This provides us with the ability to schedule use by library space and period (or even partial period) to maximize the library's resources to the Clinton High learning population. For example, (1) the gallery and periodical area for small groups in tier 1 RT, , three conference rooms for smaller groups, table space for up to two full classes, and a classroom set of computers (which can be easily divided by pod if classroom project is collaborative).

Resources for student checkout: Both fiction and non-fiction books that supports the leisure reading as well as academic curriculum needs. These are checked out for a period of three weeks. Students may check out up to five resources to accommodate research projects. Scientific graphing calculators as well as still and video cameras are available for checkout to support student learning, with the student establishing him/herself as a responsible student by renewing the resource for 5 days in a row, which would then be followed with a checkout period of one week at a time (Mondays as the school wide renewal day of the week).

Overdue books: Overdue notices are provided about once a trimester through homeroom to communicate with students as to the library's circulation record contains. . Fines are levied on overdue books at the rate of 10 cents a day, with a larger fine of 50 cents per day for calculators/cameras (since they are more costly) . Currently the fall homecoming dance is one time when students rectify their library account since he/she needs to be a student in good standing to attend. Prom is the spring event that makes the library responsibility hit home for students.

Damaged book policy: A damaged book will be evaluated by the library staff, and if the book cannot be returned to circulation, the replacement cost of the book will be charged to the student, and a note sent home with the student. Examples of damage include, water damage, mold, writing on the inside of the book, torn or missing pages, or damage to the outside of the book. Students may bring in partial payments on a regular basis. The damaged book will remain in the student's account until payment is completed.

Lost books: A library book is considered lost when every effort has been made to locate it. The student is charged with the replacement cost of the book, and a student checkout record is printed off and given to the student to share with a parent. If, at a later date, the book is found, a refund of payment will be made.

Weeding Books: An integral aspect of collection management – and is carried out on a rotating schedule

- **Physical condition:** Remove library material that is beyond repair and/or is no longer appealing.
- **Content:** Remove materials that do not meet student/staff needs and materials that do not support the curriculum.
- **Last circulation/checkout** - Has the material circulated at least once within the last 5 years for fiction? Is the resource used for research conducted within the library by specific classes so is pulled and used regularly *within* the library setting?
- **Is nonfiction information outdated?** Some subject areas do not become inaccurate by nature of their subject matter.
- **Exceptions:** Library materials that we will consider keeping include: classics, award winners, local history, out-of-print materials, and our high school yearbook, recommendation by the Iowa Core as exemplary texts. The item's record will have alert notes added so that they will not be withdrawn.