

HIJH Library Policies

The library welcomes everyone and strives to meet everyone's needs. The library strives to help support all students' learning, reading, and researching.

All students are to have equitable access to our resources and are encouraged to check out items regularly.

- **Circulation**

- **Quantity** - The default we have Destiny set to allows up to 4 checkouts per student at a time. However, we often override this for students who are working on a research projects, are just big readers, etc. unless there's a reason to not let them at that moment (i.e. has 7 overdue books out already – so they should bring some back before get more).
- **Loan period** – Default for students is 2 weeks. They can always renew if need longer.
- **Renewing items** - The default in Destiny allows students to renew items up to 3 times. We do sometimes go over that if needed and if no one else is waiting. Some of our popular hold items, we try to encourage students to finish within the two weeks, but I avoid taking a book from a student who hasn't finished it as much as possible.
- **Holds/ILL items** – Students can place holds on their own through the Destiny Quest app or website if they're logged in, but we can also place it for them.
- **Reference items** – These can be checked out by a teacher, used in the library, used in the classroom under teacher supervision, etc. but should not be taken home by a student.
- **Class set items** – Individual students can check these items out, but if a teacher reserves them to use with their class, they risk having to return it before they're done with it. So it's best to pull from the genre sections when possible.

- **Age Level of Materials** - We strive to have fiction books in all genres and for all of our grade levels and non-fiction for all interests and curriculums. We do serve four grade levels. There is a noticeable difference between middle grade literature and young adult literature. Some young adult literature is written for 7th grade and up. For those young adult texts that we have, we put YA stickers on them. Our 5th and 6th grade students do not check out those books unless they have a guardian contact the librarian and fill out a permission form. Our 7th and 8th grade students can check out those books unless a guardian contacts the librarian to discuss otherwise.

- **Items that are lost or damaged beyond repair** - For these items, we ask that students either pay the amount of money spent when the item was

purchased or replace the item with another copy in decent condition. If the student cannot afford to do so, just let the librarian know, and it can be waived.