

Lower School Library Circulation Policy

1. PreK to 2nd Grade students check out one book at a time.
2. Third through Fifth Grade students check out two books at a time.
3. Library books are due back at the next library class.
4. **PreK and Kindergarten** students return their books to the **Library Return Boxes/Bags** in their classrooms.
5. **1st - 5th Grade** students bring their books to the next library class.
6. **PreK - 1st Grade Students** receive **Library Book Bags**.
Please return library books in these bags.
7. If books are not returned by the next library class, students will be able to place a book on reserve and check it out when the overdue book is returned.

Helpful Hints for Keeping Track of MPH Library Books

1. Have a special place at home to keep MPH library books
2. Keep a calendar which notes which day is **Library Day**
3. Help your child check these possible locations if the book can't be found: desk, backpack, bookshelves at home, under the bed, in the closet, in the car, at a friend's or babysitter's house, in the classroom, at the Grace R. Kniesner Extended Day Program, etc.

If a book is misplaced, please call the library as soon as possible so we can officially mark the book "lost" and your child can continue to bring books home.

Ms Clark and Ms Morrison, Librarians
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