

**Library Resources: Use & Check-Out Procedures**

Books, games, toys etc in the main room are all here to be used!

\*Please be respectful when using library items\*

**When using items at home:**

\*fill out a check-out form located in the Binder below the library bulletin board.

\*take care not to break or damage items, and to ensure all pieces are returned.

\*when you bring items back, check them off your form, and reshelve them where they belong, or place them in the Library Return Bin located under Jen’s desk (the tall Admin table) in the back of the Main Library Room.

**When using items here at the Center:**

\*take care not to break or damage items.

\*if something is broken or damaged, put it in the Library Return Bin located under Jen’s desk with a repair/replace note.

\*put toys & games back in their proper place when finished. (Books should go in the Library Return Bin).

\*students are responsible for putting away items they play with. Parents are responsible for making sure their children put things away, and for cleaning up after their younger children.

**The Library Shelving System**

\*The Library Shelving System is a work-in-progress, with the ultimate goal of being computerized for easy subject searches, and organized loosely in accordance to the Dewey Decimal Classification System used in most libraries.

\*Signs are posted to help you find what you need. We currently have Home Educator Resources in many subjects, Juvenile Non-fiction, Fiction for all ages, and Games, Toys, & Educational manipulatives.

**Donating to the Library**

Please check in with the librarian to see if we are accepting donations of new or gently used books and other educational items.

**\*\*\*Thank you, and enjoy the Library!!!\*\*\***