

Library Procedures

How is the library organized? Books are organized into four sections: fiction, non-fiction, easy readers (picture books), and K-2 easy reader bins.

What about Reading Levels? Each book is assigned an AR reading level, and color coded. All books have the reading level, AR points, and quiz number on a label attached to the book

How do students check out books? Each student has a folder that has their name, student number, and barcode. The folders also contain a color-coded sheet indicating the reading levels each student can check out. Students scan the barcode on their folders and then scan the barcode on the book to check out a book. Only one book can be checked out at a time.

How long can students check out a book? Students have two weeks from the day of check out to return a book. After two weeks a student can renew a book up to two times.

What is our policy for Lost or Damaged Books? All books should be returned in good condition. When students notify us that a book is lost, we will issue a fine. Once that fine is paid, the student can resume checking out as normal. Books returned with water damage or significant physical damage cannot be reshelfed, and a fine will be issued. All fines go towards replacing lost and damaged books.

What about Special Events? The BES Media Center hosts a Book Fair once each year. We also have AR nights once every nine weeks. This allows students to come read and earn extra AR points.