

## **BORROWING PROCEDURES**

Students at Pleasantdale Middle School are allowed to have up to three books checked out at a time, and they are given a two-week period before the books are due back.

## **HOURS AND SCHEDULING FOR THE LIBRARY**

The IMC is open during recreation periods every day for students to work on assignments, renew, return, or checkout books.

The IMC and Computer Lab have a flexible schedule. Classes are scheduled in the Lab and IMC by staff as often as needed for book selection, research, project completion, and special presentations.

Because of the different middle school student needs, their novel lengths, and diverse curriculum issues, a library that serves them can not be rigid in its scheduling. It must be more flexible to handle those demands. As always, Language Arts teachers bring their classes for book selection every two to three weeks depending on due dates. Any subject area teacher may have a need to schedule their class in the IMC for book selection, research, project development, and special speaker presentations. Therefore, a parent may find that one week their middle school child was in the IMC three times and the next week he or she was not in the IMC at all.

### **Open IMC (After School Hours):**

The IMC is open after school from 3:20-4:20 on Mondays, Tuesdays and Thursdays for homework completion, research and book selection. Students will be able to take the late bus home at 4:30 p.m.