



Butler Library Policies:

1. Students in grades 1-5 may check out up to two books
2. Kindergarten students may check out one book at a time and books remain at the school in the student's classroom.
3. Students are expected to attend library with their class and follow rules as set by teachers and media center staff.
4. Students will return their books on time each week.
5. Students are expected to take care of borrowed books and materials and are expected to pay for lost or damaged materials. If a student cannot pay, other arrangements can be made with media center staff.
****Helpful Tips!**** Always keep your books in the same spot when you are not reading them. Never read your books around food or drinks. Keep your books out of reach of pets and young siblings who might damage them.
6. Students will receive overdue notices after they have not returned a book for 2 weeks. Students are not fined for overdue books. Media staff and teachers will discuss when to contact parents/guardians by phone when a book is three weeks overdue.
7. Students may renew books and put unavailable books on "hold" as needed.
8. Students may visit the library at other times during the day with permission from teachers.
9. Students in grades 3-5 may utilize media computers for Destiny searches and other research. Students must abide by Canyons School District Acceptable Use Policy to use the Internet.
10. No food or drink in the library!

Please feel free to contact your school library staff with any questions!