Rose Park Magnet School

Library Media Center

Student Check-out and Check-in/Return Procedures

**checkout**

* Students are required to use their student IDs for checkout.
* Students may check-out up to 4 items at any time (only 1 A/V item at a time)
* Students are allowed to keep books and Playaways for up to two weeks; DVDs are checked out for 1 week.

**Checkin/return**

* Students are responsible for scanning in their own materials when returning.
* Books must be placed in the book drop after being scanned in to guard against being lost, stolen, or shelved.
* Report cards will be held at the end of each semester until library fines have been paid in full.

Limitless Libraries

Procedures

Students are encouraged to sign-up for Limitless Libraries through the Nashville Public Library. Through Limitless Libraries students are allowed to check-out up to 25 items from the NPL and have them delivered directly to their school library.

**Pickup & Return**

* All LL deliveries are set out on the shelves of a designated LL pick up area. Students are responsible for checking this area for their books.
* When LL books are returned to Rose Park’s library, there is a designated area of the circulation desk’s counter where these materials can be placed. They will be placed in the green bags and put in the main office for the next day’s mail pickup.

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Faculty Check-out Procedures

* Faculty/staff use employee numbers for checkout
* Faculty may check-out 25 fiction or non-fiction titles at any given time. In addition, they may check-out 1 DVD or 1 playaway at a time. (This is at the discretion of library staff, depending on the nature of the books and the cost per item.)
* Faculty may keep books for up to six weeks; DVDs and Playaways are checked-out for one week.
* Items may be renewed one time.
* Teachers are responsible for scanning in their own materials when returning.
* Books must be placed in the book drop after being scanned in to guard against being lost, stolen, or shelved.

Faculty and Staff are encouraged to register for their Limitless Libraries educator card. Through Limitless Libraries, teachers are allowed to check-out up to 50 items from the NPL and have them delivered directly to their school library.