Library Guidelines

Students are welcome to visit the library school days from 7:50 a.m. to 3:00 p.m. The librarian will be available to assist students with any work or project, including reading, studying, and researching during the school day. The library assistant is available to provide some guidance in these efforts as well during library hours.

Students may use the library during PACE to exchange books, research, read quietly, or use one of the fourteen computer workstations. Use of computers is on a first-come, first-served basis for schoolwork, but the librarian may use her discretion to delegate priority usage. Students may come to the library during class time only by obtaining permission and a pass from their classroom teachers. Students are encouraged to use the library before and after the regular school day: no pass is needed at that time.

Teachers may bring entire classes to the library when prior arrangements have been made. The classroom teacher works with the librarian to co-teach information skills/research and/or to conduct lessons in the library. Students are expected to behave appropriately when their classes come to the library.

The library website may be accessed at http://libguides.hatboro-horsham.org/kvmslibrary. There are many great resources including research sites, databases, and tools available on the library website through any internet-enabled device. The librarian provides instruction on these tools and encourages students to make use of their remote access. The librarian may be contacted at lquinn@hatboro-horsham.org.

Circulation Procedures

Books may be checked out for two weeks. A renewal period is permitted for most items, unless hold requests have been placed on the book. The book must be scanned for renewal in the library. If there is a great demand for a specific item, renewals may be limited or the librarian may request that the item(s) be returned to be placed on reserve. Items placed on reserve will be re-shelved after 5 days.

Students are permitted to borrow a total of up to 4 items at a time, including books, magazines, and up to 1 Playaway device (with parental permission form on file). The library offers a wide variety of titles and reading levels to accommodate our diverse learning community. Young Adult (YA) books are provided to challenge advanced readers and to provide developmentally appropriate books and subjects of interest to more mature students. Parents may opt to notify the library that their children are not permitted to borrow YA books. Opt out forms are available on the library’s website, and they will be available upon request in the library. Questions or concerns may be addressed by Mrs. Quinn.

Overdue Materials

Returning library materials on time is important so that other students may use them. At checkout, due dates are stamped in the back of each book. Students may also access their patron accounts online,* using their school network username and password. The library staff encourages students to write book due dates in their agenda books.
*Online Access: Students may access Keith Valley Library’s OPAC through the following website:

http://destiny.hatboro-horsham.org

Click on Keith Valley Middle School and log in to search the Catalog or to view your patron account (choose the My Info tab in the Catalog).

Lost Books:

1. In all cases, the library prefers the return of the original book to payment for a replacement copy. However, the book must be returned in good condition, with only a reasonable amount of wear. The librarian will decide whether a damaged book requires full replacement or repair, and the actual cost of either option will be charged to the patron.

2. Lost book charges are determined by the current replacement cost of the book.

Student Expectations

Students are expected to be respectful at all times. They will be respectful of one another, teachers and staff, and the physical holdings and structures of the library. Trash and recycling containers are available at the door and by the printers. Students should leave the library in the same or better condition than they found it, which means that all chairs should be pushed in and no papers, pencils, wrappers, etc. should be left behind on the tables, workstations, floors, or at the printers/copier. Students must return borrowed writing implements, rulers, calculators, scissors, etc. to the circulation desk so that another student may borrow them. Books used in-library should be placed in the book return: students are not to re-shelve materials. Students should use paper and printers conservatively, printing only what they really need, and only after proofreading their work on-screen.

Patron Obligation Notification

Students are responsible for their behavior while using the library and its media. Therefore, students are responsible for the return of borrowed materials by the due date.

Students and their parent(s)/guardian(s) are able to monitor their own patron accounts by logging in to Destiny. This service is available via any internet connection: http://destiny.hatboro-horsham.org.

All overdue materials and lost book charges are considered library obligations. Students will be notified by their team captains of any library obligations. Obligation notices for overdue books will be emailed to the guardian(s) email address available in the Parent Portal. This system is meant as a communication tool between the student’s home and school, to remind the student to take appropriate responsibility. Library privileges will be suspended until obligations have been met. Exceptions will be made for extenuating circumstances at the librarian’s discretion. If a student does not meet his/her obligation after two weeks, his/her grade level principal will be notified.
Consequences for continued student Library obligations may include:

1. Mandatory locker clean out during homeroom or lunch period
2. Lunch or after school detentions
3. Access to the school computer network suspended
4. Exclusion from school/team/grade level activities
5. Inclusion of Library obligation on student eligibility list for participation in extra-curricular athletic or musical performance

In all cases, the student is encouraged to talk with the librarian. The library staff reviews each patron’s status on an individual basis:

1. If a book is overdue, the student is reminded to locate and return the book.
2. If a book was returned late, the student is asked to donate to the KV food pantry.
3. Library privileges will be suspended until obligations have been met. Exceptions will be made for extenuating circumstances at the librarian’s discretion.

Failure to Return Library Materials

Library use is a privilege issued to all Keith Valley students. Students are expected to behave respectfully and responsibly at all times. Failure to return overdue materials will result in the suspension or restriction of library privileges. Unaddressed library obligations will result in a student conference with a grade level principal. Further consequences may be applied at the principal’s discretion.

Lost Book Procedures

In all cases it is preferable to have the original borrowed book returned to the library. Students will always be encouraged by library staff to find the book rather than to pay for its replacement. If a student and his/her parent/guardian deem the book truly lost, the following will occur:

1. The student will be issued a lost book letter to be taken home. Library staff will make a photocopy of this completed form letter. The letter will include the title, author, designation for paperback/hardcover, and cost of replacement. This letter must be returned to the librarian, signed and dated by the parent/guardian in order to fulfill the lost book obligation.
2. The library will keep a copy of the lost book letter on file.
3. The student and his/her parent/guardian shall pay the amount indicated in the letter for a replacement copy. The money must be provided in a sealed envelope.

ILL/Access PA Procedures

Keith Valley Middle School Library is an Access PA member library. We abide by the agreement terms, and actively process requests submitted through the system, and we generate requests for our own patrons. Additionally, all Hatboro-Horsham School District libraries support one another by lending books via inter-district mail.
Patrons may place a book request through Destiny for a book in one of the HHSD libraries, or patrons may ask the library staff to place the request for them. Titles not available through HHSD libraries may be requested through the Access PA system by the librarian.

The librarian will manage the ILL system. When a request is made of our library, the item should be checked out in Destiny to Patron Name: Access PA, ILL. All items have a 2-week circulation period. When check-out is complete, the item should be mailed via USPS to the requesting library. Upon return of the item, it must be checked in from patron Access PA, ILL.

The librarian will provide a print-out from the ILL service with the Title, Call Number, and requesting library address. The staff member performing the check-out, mailing, and check-in of the item will notify the librarian when each event occurs (check-out, mailing, check-in). The librarian will maintain the ILL service notifications.

**Online Resources**

The Keith Valley Middle School Library provides students with print and electronic media resources. Students and staff have access to the following on-line resources:

**KV Library Offerings**

- FactCite (Lincoln Library eBooks)
- Gale’s Health & Wellness Center
- Gale’s InfoTrac Newsstand
- Gale’s Student Resource Center - Gold
- Gale Virtual Reference Library (eBooks)
- Lerner Digital (eBooks)

**Access PA POWER Library Offerings**

- Academic Search Main Edition
- AP Images
- Consumer Health Complete
- Contemporary Authors
- eBooks on EBSCOhost
- EBSCO
- Elementary Student Research
- GreenFILE
- Middle School Student Research
- Middle Search Main Edition
- Newspaper Source Plus
- Public Library Search
- Science Reference Center
- SIRS Discoverer
- Teacher Reference Center

National Geographic Archives
NoodleTools
Scholastic Go!
ScienceFlix
WorldBook Online