

Willcox MS/HS Library Check-out Policy

Check-out:

Students – 2 books for 10 consecutive school days

* Students may not check out a book if they have a fine or overdue book.

Staff – Certified – 30 maximum checkouts / Classified – 5 maximum checkouts:

Regular books – 20 days

Videos – 20 days

Reference books – 5 days

A/V equipment - as needed

*some A/V equipment may be kept all school year

* **Please return any unused materials or equipment ASAP so they will be available for others.**

Fines – fines will be assessed for lost or damaged books. Students can not check out a book if they currently have a fine.