

Burke Library Procedures

All grade level classes will be assigned a day when they will come to the library for a lesson and/or have check-out time. Please refer to respective classroom newsletters for announcements regarding library days.

Who can borrow books from Burke Elementary Library?

All Burke students, students from other NISD schools, and community members are all welcome to check out materials from our library. If not an NISD student or staff member, outside community members will need to provide some basic information in order to be entered into our circulation system, and added as a user. Once added to our system, a maximum of 5 items may be checked out for up to a period of two weeks.

What happens if I don't return the books that I check-out in a timely manner?

If a patron fails to return books on time, the patrons account will be blocked in the system and will not be allowed to check out books until the overdue item(s) are returned. To avoid having overdue items, notify the librarian if you would like to keep your books for a bit longer and she may grant you a renewal of your items. Your librarian will first check to see if there are any holds placed on the items you checked out, meaning if there are other users that are waiting to check out the book(s). If there is a hold on the item, you will not be able to renew. If no holds are placed on the item(s), then you will be able to renew them and it will extend the amount of time for you to enjoy your book(s) without being overdue. Only 2 consecutive renewals allowed on a particular item, when no holds are pending.

What happens if I lose or damage materials and/or equipment?

It is very important to treat our materials with *Tender Loving Care* and it is the patron's responsibility to return items in its original condition as it was checked out. If a book is checked out and a user finds that the book has previously been damaged, it is the responsibility of the user to notify the librarian or the nearest staff member immediately about the damage found in order to avoid being held liable. Costs for lost or unreturned materials and/or equipment will be the responsibility of the person who checks them out.

What is an interlibrary loan (ILL)?

An interlibrary loan is borrowing books/materials from another library within our school district. If you need a particular item that we do not house here at the Burke Library, but one of our other libraries within the district has it, we can obtain that material for you via an interlibrary loan. Please notify us if you need assistance in setting this service up. We will be more than happy to help you obtain any and all materials that you may be in need of.

If you need clarification on any of these library procedures that we have in place, please feel free to contact the Burke librarian, Ms. de los Santos at (210) 397-1333. Thank you.