

Shawnee High School LMC Checkout Policies for Students

Students may check out books for 3 weeks at a time. **There are NO late fees charged.** If a book is returned overdue, students will not be asked to pay a late fee. Overdues will be sent to the student's 1st. period classroom teacher. **However**, if a student returns a book that is damaged, a fine for damages or a replacement cost will be charged. Students may renew items 1 time.

The following materials can be checked out to students:

- Young Adult Fiction
- Fiction
- Graphic Novels / Manga
- Story Collection
- Biography
- Nonfiction
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Students may **not** check out the following materials:

- Reference (use in LMC)
- Magazines (use in LMC)
- DVD's/Videos (for teacher use in classes/under supervision of teacher)

There are a limited number of flash drives available for student check out and for use with school projects. They are checked out for 1 week at a time and students are responsible for deleting their files.

If you have any questions, please check with Ms. Ark in the LMC. Thank you!!