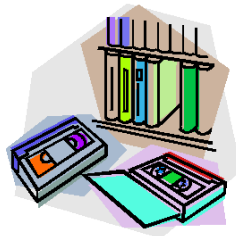


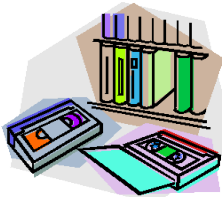
Policy & Procedures



The Brooke Media Center attempts to meet and supplement the needs of all students and faculty. The Media Center purchases books and audio-visual materials on a yearly basis to supplement the school's curriculum and for enrichment. These materials are selected with the utmost care in order that the Media Center only contains materials of value. The Media Center avoids purchasing "trendy" materials that do not provide life-long values and reading habits for its users.

During the day, the Media Center is always open. All classes visit the Media Center on a weekly basis for book selection and are permitted to check out books at that time as well as other times throughout the week. All classes visit the Media Center on a weekly basis for instruction with the Media Specialist and book exchange

Book Exchange



Kindergarten and First Grade students are allowed to check out one book for five day cycle, while Second through Fourth Grades are permitted to check out two books for a five day cycle. The books must then be returned or renewed.

Brooke students are strongly encouraged to return their books on time during their weekly tally is kept for all of the classes and special award is presented at the end of the school year to the class with the best record of returning all their books on time.

The Media Center does not charge a fine for overdue books, but students will not be permitted to check out additional books until all over dues have been returned. If a book is lost or damaged, the student must reimburse the Media Center for the cost of the book. If the book is found after reimbursement, the cost will be refunded.