

STUDENT LIBRARY CIRCULATION RECORDS

The circulation records maintained by the library staff contain the following information:

1. The names and dates of persons who have materials borrowed from the library at the current time.
2. Information concerning the circulation of materials from the past, but without the name of the individuals who borrowed them.

If these records are to be accessed by the individual stated in this policy, a written request must be made including the reasons for the request. This request should be directed to the building principal for approval before the teacher-librarian provides the requested information.

Approved: April 28, 1997
Reviewed: April 24, 2017
Revised: April 28, 2008
Renumbered: February 25, 2013