



Title: **Colorado Libraries Collaborate Procedure**

Code: IIBD R

Section: Section I: Instruction

1. Each school may decide when and whether to participate in this program.
2. All school libraries will be open for public access during school hours on student attendance days.
3. Adults holding a current card from any Colorado Libraries Collaborate library will be able to utilize the resources of Academy District 20 participating school libraries.
4. Adults using school libraries shall be asked to provide current address and telephone information for the purpose of retrieving overdue books or collecting fees for lost or damaged materials.
5. Adults shall check into the school office before going to the school library.
6. Adults shall agree to adhere to the following circulation policies:
 - A. No reference materials, magazines, audiovisuals or computer items circulate. Photocopy machines may not be available for use in some schools.
 - B. Up to three books may be checked out for a period of up to two weeks.
 - C. Borrowers are responsible for the return of materials to the lending school.
 - D. Books that have been placed on "reserve" or temporary hold for classroom use will not circulate during the reserve period.
 - E. School library personnel may further restrict circulation of materials as deemed necessary.
7. It is understood that student needs are the primary responsibility of school library staff. The school library staff will assist visitors so that they may locate the resources they have come to use or borrow.
8. Generally, Academy District 20 students must use their home school's library. Inter-library loans will be used to share resources among our schools.

9. Intra-library loan requests shall be initiated by the patron's home library.

Reviewed: December 9, 2004

Revised: October 13, 2006

February 20, 2008

Retired Dates: **June 30, 2021**
