

Welcome to this interesting new year!

As with all things, Library looks a lot different this year, but in the most important ways, it remains the same: namely that we get to love and explore books!

While we remain in the hybrid model, students are welcome to check out books and take them home. The key differences are in HOW they do so. This is a quick primer on the details.

1. Students will find and reserve their books using the [online catalogue](#).
  - a. Students should log on using their school username & password - that's how we will know who wants which book.
  - b. Students may take home one (1) book at a time - this is to accommodate the fact that books brought back must sit for a week before being checked out to someone else.
  - c. If a student places more than one (1) book on hold at a time, the Librarian will make an executive choice on which book to deliver. To avoid this, wait until the book you want most is delivered, then place the next hold to have a book lined up.
2. Books checked out will be delivered to the students (and returned books picked up) in their classroom on their library day. In order to make sure we have them ready, holds should be placed by noon the day before their library class.
3. **Full distance** learners are also welcome to check books out! Books will be available for pick up and return at the Library outside door (door #7 near the front bus loop - but, please remember not to park IN the bus loop, that causes problems) on the student's library day during two different times:
  - a. 9:00 - 10:00 am
  - b. 12:00 pm - 1:00 pm

NOTE: If there is a family with more than one distance learner at home, and they would like to make only one trip to the library, we will make every effort to consolidate the book orders.

Please send an email with "Distance Check Out Request" in the subject line to:

[abutterfield@brunswicksd.org](mailto:abutterfield@brunswicksd.org)

4. All books are due one (1) week from the date of check out/delivery.