Whites Creek High School

Library Media Center

Student Check-out Procedures

* Students must present a Student ID or another valid picture ID in order to check-out materials.
* Students may check-out 6 books, 1 DVD, 1 Playaway at any time
* Students are allowed to keep books and Playaways for up to two weeks; DVDs are checked out for 3 days.
* Items may be renewed one time.
* Fines, in the amount of $.10 per day are accrued until materials are returned. Students will be charged for lost or damaged materials.
* Books must be returned to the book drop to guard against being lost, stolen, or shelved before they are checked-in.
* Report cards will be held until excessive library fines have been paid in full.

Students are encouraged to sign-up for Limitless Libraries through the Nashville Public Library. Through Limitless Libraries students are allowed to check-out up to 25 items from the NPL and have them delivered directly to their school library.

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Faculty Check-out Procedures

* Faculty/staff must present a school ID or another valid picture ID in order to check-out materials.
* Faculty may check-out 25 fiction or non-fiction titles at any given time. In addition, they may check-out 1 DVD or 1 playaway at a time. (This is at the discretion of library staff, depending on the nature of the books and the cost per item.)
* Faculty may keep books for up to six weeks; DVDs and playaways are checked-out for one week.
* Items may be renewed one time.
* Books must be returned to the book drop to guard against being lost, stolen, or shelved before they are checked-in.

Faculty and Staff are encouraged to register for their Limitless Libraries educator card. Through Limitless Libraries, teachers are allowed to check-out up to 50 items from the NPL and have them delivered directly to their school library.