



### **Classroom Assistant Guidelines for Educators and School Media Specialists**

1. School librarians may have up to 200 items checked out on a card. Librarians will not be charged fines for late items. However, if the materials are overdue by 4 weeks they will go into lost status and the school will be responsible for the payment.
2. Teachers may have up to 35 items checked out on a card. Educators are responsible for fines and due dates just like other patrons.
3. All items must be returned in the original bag.
4. Items may be returned at Headquarters or any branch. Branches include Bordentown, Cinnaminson, Evesham, Maple Shade, Pemberton, Pinelands and Riverton.