



February 2020

Dear Parents,

Your student(s) will be visiting our brand new school library and checking out library books on a regular basis. We want this to be a rewarding experience for your child throughout the school year. In order to assure that your child benefits from this experience on an ongoing basis, please read over the following guidelines for Library usage. (A copy of this document will be available on our website.)

Students will have regular library times with their class allowing them to check out books. For grades K - 2, teachers will determine if books can be taken home, or stay in the classroom. Books will be due weekly or bi weekly during their class visit time, depending on grade level. During library time students can return their book(s) or request an extension to keep the book for another week.

Checkout guidelines:

- **Kindergarten through third grade** will be allowed to check out one library book at a time for **one week**.
- **Fourth through eighth grade** will be allowed to check out one book for their reading enjoyment, and a second book for classroom assignments, homework and/or research projects. They will have **two weeks** to return their books.
- Students will not be able to check out a new book if they have not returned their book by the date it was due.
- Parents will be expected to pay for any books checked out, and not returned to the school. Costs will also be incurred for any excessive damage.
- Books returned late will not be charged a fee at this time however, they may lose check out privileges if a pattern continues..

Late Notice Guidelines:

- If a book has not been returned on its due date, a reminder notice will be given to your child.
- A second notice will be sent home after 5 days if the book has not been returned.
- After 10 days overdue, the book(s) will be considered lost and a replacement bill will be sent home.
- Library privileges will be suspended while books are in an overdue status.

Lost or Damaged Books:

We have new books in our library. As books are recorded, the condition of each book is noted as well as their purchase date and price (for newly purchased books) In many cases the condition of the book will determine its value. Consideration must be given to what it will cost to replace the book at today’s market prices. Books in “Like New”, and “Good” condition will be priced at a percentage of what it would cost to replace them today.

Replacement Cost:

- New/Like New: At purchase price
- Good: 75% of Replacement Cost
- Used: 50% of Replacement Cost with a \$5.00 minimum

We hope that each student makes the most of their library time and finds it a rewarding experience. We have brand new selections and will continue to add both educational, and reading books for students enjoyment throughout the school year.

After reviewing these policies with your student(s), please sign below, and return to the teacher. **Once returned, students may begin checking out books.**

Parent Signature

Student Signature

Student Name

Grade