

Assumption BVM School Library Policies

2018-2019

Circulation

Students in 1st - 8th grades may check out two books per week. Kindergarten students may check out one book per week. Pre-K students do not check out books. Grades Pre-K – 4th have a scheduled library day on Wednesday, Thursday, or Friday each week. Grades 5th – 8th may visit the library during lunch recess on Wednesdays and/or Fridays to check out or return/renew books. Books not returned/renewed on your library day are considered **overdue**. You must bring your library books into the library to renew them. You need to return **all** of your library books before you can check out more books.

Fines

The fine for overdue books is **10 cents per book per day late**. Students are not charged for days they are absent or for days the school is closed. Kindergarteners are exempt from fines. If you are absent on your library day, please return/renew your books the day you return to school (if possible), rather than waiting until your next library class.

Lost Books

If you think you have lost a library book, please notify me as soon as possible. Many times the book is at school or has already been returned to the library by someone else. If a book cannot be found after **one month**, the student will receive a bill for the replacement cost of the book.

Damaged Books

A replacement cost bill will be sent home for any book that is returned to the library damaged beyond repair. Please take special care to keep books away from pets who like to chew and younger siblings who may like to tear pages or share their artwork in them! Many books get damaged in backpacks where there are uncapped pens and markers, opened water bottles, food, etc. **Please place your library books in a plastic bag while they are in your backpack.** Special library bags will be provided for students in grades Kindergarten – 3rd and I ask that they be used and returned each week.

Materials

All students in 2nd – 4th grades are expected to have a folder for library. You can share half of your computer folder for library if you like.