

St. Antoninus School Library Procedures

All students have a library time scheduled weekly. They may also come to the library at other times, with their teacher's approval. Children have been assigned barcodes and their account is used when they borrow books from the library. **All loans are for a period of 2 weeks.** In cases where books are needed for class projects or assignments, the loan period can be extended and books are also renewable. If a child is unsure of the due date of a loan, they may inquire at the library, or find the book in our on-line catalog to see the date it is due.

Students in grades 2-8 are charged 5 cents per day for each late book.. Children are encouraged to remember their library day and keep their library record free of charges. If they are absent or forget their books on their assigned library day, they should return it as soon as they return to school to avoid a charge.

Don't wait until the next week to return it.

Marilyn Ruther, Librarian

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