

# LIBRARY POLICIES Sep. 15, 2011

## Library Time

- Story Time for 15-20 minutes
- Book Check-out for last 10 minutes
- One librarian will check-in books during story time and compose a list of overdue items. List will be read prior to check-out of new books.
- This is not a social hour! Students must be reading quietly or looking for books.

## Policies

### Over due Books

- Books are due back weekly.
- Students may renew a book.
- Students may return to room to locate overdue book if they left it in their desk or backpack.
- A student may check-out one book, if only one book is overdue.
- At the end of the day, each classroom overdue list will be given to the classroom teacher who will notify families of overdue books.
- After four weeks, book is considered lost and family will be fined \$5. Students will be restricted from taking books out of the building until the fine is paid. Student may check out books to use in classroom. Teachers will receive a list of restricted students.
- Classrooms whose students return all their overdue books or pay fines by May 17 will be invited to an ice cream sundae bar on May 18<sup>th</sup>. The entire class must have books returned and fines paid.

### Check-out

- Students may check-out up to two books. They must check-out at least one book.
- If student does not wish to check out books, librarian should assist them in finding something they would enjoy.
- Once locating a book, students must read quietly. This is not social hour.

### Public Library

- Occasionally public library books are mixed into school library books. We will keep a basket separate for library books, and one librarian will stop by the book drop on their way home.
- This service is not intended to provide a substitution for returning your public library books.

### Behavior

- Librarians will review and post list of rules for students in the library. We are to Share the Spirit in our library at all times.
- Code of Conduct from school handbook applies in our library.
- Students who violate Code of Conduct or library rules will be sent to the office where they will remain until the end of their library time. Parents will be notified.

### Schedule

- Library Opens: September 22, 2011

- Last Library Day prior to Christmas Break: December 22<sup>nd</sup>—all books are due and no books will be checked-out. \$5 fine will be charged for missing books.

- Last Day to Check-out Books for year: May 10

- Last Library Day: May 17—all books are due. \$5 fine will be charged for missing books.

Teacher Assistance

- Michelle Meating will pull books for classrooms on topics requested by teachers.

- Please write a note requesting topic and place in library mail box.

Volunteer Librarians

- Fran Heckman

- Carol Korth

- Michelle Meating