

# LIBRARY POLICIES

## 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

### Teachers

- Assist students in finding books each morning when they arrive on library day.
- Collect books in a basket/box and leave in the hall for librarians right after announcements.
- Set and keep library schedule.
- Notify library of Tuesday field trips on week prior so that librarians may adjust schedule.
- Must fill out card with their name and leave on desk.
- May ask librarians to pull books on different subjects. Please place note in library mail box or on the desk.
- Please suggest genres for 3-6 grade to help librarians find book suggestions for students.

### 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.
- Fine slips will be issued quarterly with report cards.
- Book fines are the cost of the book as listed new on Amazon.com.
- Unpaid fines added to tuition bill on May 22nd.

### Restricted Students

- Students with outstanding fines or poor return history may be restricted.
- Students will be restricted from taking books out of the building until the fine is paid, but student may check out books to use in classroom.
- Teachers will receive a list of restricted students.

### 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.
- Student and teachers must write name on the card in their book and leave with librarian.

### 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.

### **2014-2015 Schedule**

September 16	Library Opens
November 7:	Fines Issued
December 16	Last check-out prior to Christmas
January 30:	Fines Issued
April 10:	Fines Issued
May 19	Library Closes
May 22:	Fines Issued

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### **Volunteer Librarians**

- Fran Heckman
- Carol Korth
- Michelle Meating