

## **School Library Policies and Procedures**

### Library Bags

Students in Kindergarten through Grade 3 are given a plastic bag at the beginning of the school year to carry their library books to and from class and school. They are expected to keep their bags in good condition all year. The bag works like a library card in a public library: on the bag is a bar code, which is scanned each time the student checks out a book. There is a fee of fifty cents (\$0.50) to replace a lost or damaged library bag.

### Borrowing Books

Kindergarten and First Grade students may check out one book per week. Second Grade through Eighth Grade students may check out two books per week. Books are due ONE WEEK from the date borrowed. To be fair to all students, no additional books may be checked out until all previously checked out books are returned. Please be sure to return all borrowed books each week to library class.

### Renewing Books

Books may be renewed an unlimited number of times, for one additional week at a time. If a book is not brought back to class and renewed within one week from the date borrowed, it is overdue.

### Books for School Assignments

Students may check out as many books as needed, and keep them for as long as needed, to complete an assignment for a teacher.

### Lost Books

Students are encouraged to be responsible for the books they check out, as they are school property. If a book is lost, the student is required to replace it by purchasing a new copy of that book and turning it in to Mrs. LaGrassa.