

# Library Policies

Elementary and kindergarten students come to the library once a week to check-out books. The library catalog and circulation system is automated. Students check-out one book at a time and must return the book before checking-out another one.

Students are expected to take care of their library book at home and when transporting it to and from school. At home, books need to be in a place where they can be located easily and not come into contact with pets or with food, liquid, or any other substance that can cause damage. Elementary students transport their book to and from school in their backpack. Elementary students are provided with a plastic library bag for any over-sized book that does not fit in their backpack. The kindergarten students are provided with a plastic library bag to transport their book to and from school. These bags are very durable and should not be discarded as one bag can be used throughout the school year. If the bag is lost or becomes damaged, students will be given another bag. The library bag is only for the library book.

Kindergarten, first-year, and second-year students are provided with a return receipt for each book they check-out. The receipt includes the book title and due date and serves to remind students when books need to be returned. The receipt does not need to be returned to the library. For third-year and upper elementary students, using the return receipt is optional.

Parents are asked to support their child's library experience by encouraging book care at home, not discarding the library bag (for kindergarteners), and providing this information to caregivers.

Library communication is via e-mail. The library uses the e-mail addresses provided to the school for communication. It is the parents' responsibility to inform the librarian directly of any changes to their e-mail addresses.

Parents of non-kindergarten students may check-out books to read to their children. Parents who would like to check-out books need to contact the librarian.

## Overdue Books

Overdue notices are e-mailed every Friday. Students are not charged fines for overdue books. The e-mail subject heading is Overdue Materials & Unpaid Fines. This heading is a default setting that cannot be changed, and, therefore, does not necessarily indicate that fines are outstanding. A book is considered lost if it is not returned in ninety calendar days after the due date, or the next school day if the ninetieth day is during a weekend or when school is not in session (vacation, teacher workday, etc.).

## Lost and Damaged Books

Parents are responsible for the cost of replacing lost and damaged books. Replacement books must be in the same binding (a hardcover book replaced with another hardcover book, etc.) and in the same condition. The cost for replacing a book is considered a fine and is included in the e-mailed notices. Replacement books are purchased online, and at the lowest cost possible, by the librarian. Parents may not purchase the book themselves. The cost will not exceed twenty-five dollars per book.

When the librarian notifies parents of the cost, parents need to provide the payment to the librarian. The replacement book is ordered after the payment has been received. Payment may be cash or a check made payable to the school. If a cash payment is not the exact amount, the change is given to the student within a few days to take home. Payment may be sent in with the student to give to the librarian directly, or payment may be given to the receptionist in the office who will direct it to the librarian. If given to the receptionist, please indicate that the payment is for the librarian. When the payment has been received, the student may check-out books again. Parents need to inform the librarian if they want a receipt.

Parents need to inform the librarian when a book is lost. The librarian will contact the parents if their child has informed the librarian their book is lost. If a book has not been returned in ninety calendar days after the due date, it is considered lost. Parents need to contact the librarian if the book is found after the payment has been made. A refund will be issued minus the cost of return shipping if the book has not yet been processed. Once a book has been processed for circulation in the library, it cannot be returned since it is no longer in the same condition as when it was purchased. The purpose of paying for a lost book is to replace it without taxing the school's limited budget. If reimbursements are issued when a book is found after the replacement copy is processed, the school then bears the cost, which negates that purpose. A book is processed approximately one to two days once it has been delivered. The number of days between ordering a book and delivery of the book varies with each order. Therefore, parents need to be sure that a book is lost and not just misplaced.

A book is considered damaged if it cannot be repaired. Ripped pages and minor water damage can be repaired. Books are repaired by the librarian. A book must be replaced for any of the following; the pages are severely ripped, there is severe water damage, food and liquid (other than water) has spilled on the book, stains or markings obscure text and/or illustrations, any kind of adhesive that cannot be removed, the spine or cover of a hardcover book is cracked or broken, the spine or cover of a paperback book is severely ripped or bent. The librarian determines the extent of damage and if a book can be repaired. All repairs are made by the librarian. Parents need to refrain from making any repairs as the librarian uses supplies (tape, glue, etc.) specifically designed for books.

## Non-returned Books

Parents are responsible for the cost of replacing books that are not returned by the last day of school (see End of School Year section) even if the books are overdue fewer than ninety calendar days.

## End of School Year

Students check-out books from the library until the end of May. All books need to be accounted for by the last day of school. Payments for lost, damaged, and non-returned books must be submitted by the last day of school. Cash payments need to be in the exact amount. If payment has not been submitted by the last day of school, the cost is added to the family's account. If the family is not returning the next school year, the cost is deducted from the tuition deposit. Parents are notified about the cost for replacing books via e-mail.