

Book Checkout Procedure

Students visit the library weekly with their teacher. They may check out up to two books a week.

The student who checks out a book is also the person responsible for returning it or paying a replacement fee if the book is lost.

A book may be renewed for two more weeks if no one else has requested it.

Only students with no overdue books or outstanding fees may check out two books weekly.

Overdue notices will be given to classroom teachers. Because of the library's "no overdue fine" policy, students will not be given a daily fine for an overdue book.

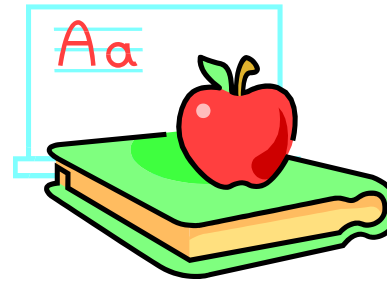
Books can be returned in the book drop off box by the library, or in the student's classroom library bin.

Families of students who have lost a book will receive a bill for the cost of replacement. Families may bring books in new or like new condition to trade. The value of the traded books needs to match or exceed the value of the lost items. Make sure to include a note with the traded books.

If a book is damaged, please bring it back. I might be able to repair the book.

Happy reading!

Ms. Gini



Book Care

Please remember to:

1. keep books **dry** and **clean**
2. find **a safe place** for them at home
(your backpack!)
3. bring books **back to school** on
time.