

Check-out and Overdue Policy

Kootenai Elementary Library, 2007-2008

Reading is fun!!! Checking out books from our school's library is a privilege and a vital part of the learning experience. Books also complement classroom instruction and are used with the Accelerated Reader (A.R.) program, research, for personal enjoyment, etc. Please make time to read at home with your child.

Library Classes: Students visit the library with their class weekly, where they may check out one to three books at a time, depending on their grade and their teacher's instructions. They may also return and check out books during open library.

Check out period: Books are checked out for one week at a time.

Renewal: If student is still reading at the end of a week, they may renew by bringing the book to the library to check out again, as many times as needed.

Care of books: Please help your child select a safe, dry place to keep their library books at home. It's a good idea to put them in the same place, away from areas where food & drink, pets, and toddlers could cause damage, and where they can be located quickly. Some choose to keep their books in their backpack in a high and secure place. Keeping the book in a plastic bag inside the backpack is a good idea during wet weather.

Overdue books: Notices are sent home weekly for books that are past due by more than one library class visit. (For example, if Johnny just forgot today was library day and his books are due now, he would not receive a notice. However, if his books were due the last time he came to the library, he would receive a notice.)

Because so many books are lost during major holiday breaks, library books will be due at Thanksgiving, Christmas, and Spring break. At the end of the year, all books will be due before Memorial Day.

At the end of each quarter, overdue bills are sent home with the report cards.

Damaged books: Sometimes accidents happen. If a book is damaged, please be responsible and return what is left to the librarian. She will determine if it needs to be replaced, or if it can be repaired, and assess the appropriate fines. (Fines will not be assessed for the kinds of damage due to normal wear and tear.)

Lost books: Any books past due in the previous quarter will be considered lost. To clear up a lost book, students must return, replace, or pay for the book. Most paperback books are \$5 to \$15. Most hardcover books are \$10 to \$50. If the book cannot be located and payment is a financial hardship, a lost book may be replaced with a different book that is in good condition and of comparable value OR arrangements may be made for the student to spend free time working in the library or school.

Consequences for Lost Books: When a book is placed in lost, the librarian, teacher, and/or principal may conference to agree upon the best course of action to help the student clear their record, taking into account the student's past track record, age & ability of the student, the cost of the book, possible family support at home, and needed jobs in the school. This may include calls to parents, working at a library or school job, loss of privileges such as recesses, special events, assemblies, field trips, book fair, or other courses of action.

In addition, if a student loses two books during a school year, they will be asked to KEEP THEIR BOOKS AT SCHOOL until the lost books are cleared.

Watch for news & updates at our library's web site <http://www.sd84.k12.id.us/Koot/Library/librarypage.html>.