

## **Holy Family School - Library Policy**

Our mission is to enable students to develop a love of reading and to become effective users of ideas and information in their pursuit of lifelong learning.

### **Circulation Policies**

Students may check out one book each week, when they visit the school library.

Teachers may check-out an unlimited number of books for classroom use.

### **Book Care**

Students are responsible for the materials checked out to them until they are checked back into the school library.

Book Care Tips:

- 1 - Keep books in a safe, dry place away from pets and small children.
- 2 - Please do not carry water bottles in your backpack with your books.
- 3 - Avoid eating while reading your books.
- 4 - Turn pages carefully to avoid tearing.
- 5 - Always use a bookmark or a small piece of paper to mark your place - never larger items like pencils.
- 6 - If a book is damaged, return it to the library for mending. NEVER try to repair it at home. We can help mend the book.

### **Overdue Books**

No fines are charged for overdue materials. However, check out privileges will be suspended if students do not return materials on time. Students will receive a paper reminder, for their overdue library book.

A student's checkout privilege will follow them into the next school year if the book has not been returned by the end of the current school year.

### **Lost or Damaged Books**

If a book is determined to be lost, or damaged, check out privileges will be suspended. The book in question must be paid for before any other materials may be checked out by the student. You may also choose to donate a book (which can also be a different title) to replace the lost or damaged book. Books which have not been returned, paid for, or replaced by the end of the school year will be added to the registration invoice.