

Library Policies



The library welcomes you to the 2015- 2016 school year. We are excited to open the library and want you to be aware of the policies under which the library operates.

1. The library will be open each school day from **8:00-12:00 and 12:30- 3:00**.
2. Books are checked out for **3 weeks**; Kindergarten students check out books for **2 weeks**.
3. Books should be returned on or before the date due.
Books returned *after* the due date will be charged a fine of ten cents per day.
*Fines will not accrue on holidays, weekends, or sick days.
4. Kindergarten and 1st graders check out 1 book at a time,
2nd - 3rd graders check out a maximum of 3 books,
4th - 12th graders can check out a maximum of 5 books.
5. Students in Kindergarten through 6th grade will receive overdue slips.
Students in 7th-12th grades will have an overdue list posted upstairs.
5. Books overdue by **2 weeks** will be brought to the attention of the student's parents.
6. If any book is lost or damaged, the person who checked out the book is responsible to pay for the replacement book.
7. It is the student's responsibility to return books to the library.
8. Students with overdue books or fines will not be allowed to check out additional books until books are returned and the fine is paid.

We have a wonderful selection of books and are proud of our school library. The Library staff looks forward to serving our students and teachers this year.

We welcome any book donations. Your suggestions and comments for making this a better library are always encouraged. Thank you for your support.

Sincerely,

Mrs. Kristine Lewis

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Heritage Christian School, Librarian

