



## **CHECK OUT LIMIT**

Only (1) Graphic Novel can be checked out at a time.

### **BOOK LIMIT**

*by Grade*

K-4 | 2

5-8 | 3

Projects/Reports\* | 3

\*Books are lent out for 2 weeks and may be renewed once, but after that they must be returned to ensure other students can use those same resources.

### **GRACE PERIOD**

*by Grade*

If students forget to return their books they can still check out a new read.

Once the grace limit is reached no more books may be checked out until library materials are returned.

*(Total books out; not counting project/report books.)*

K-4 | 3

5-8 | 4

### **OVERDUE NOTICES**

A notice will be printed and sent home with the students if there are any overdue materials. Students will not be allowed to check out further materials until overdue books are returned/renewed.

### **LOST or DAMAGED**

Lost or damaged materials will need to be reported.

The cost of a replacement may be required if the book cannot be repaired.

### **QUESTIONS or BOOK REQUESTS**

Please contact Jackie Jager or Sarah Richards with any questions or book requests you may have at [library@stjosephwaconia.org](mailto:library@stjosephwaconia.org).