

# LIBRARY



## CHECK OUT LIMITS AND LOAN TIME BY GRADE

K - 4	2 books	for 1 week
5 - 8	3 books	for 2 weeks
Projects/Reports	3 books	for 2 weeks

Books may be renewed once. Additional renewals are at the discretion of the librarian. Books must be returned to ensure other students can use those same resources. (Books for projects or reports are not counted in the total books checked out for a student.)

## GRACE PERIOD

Students that forget to return their books will be granted a grace period. They may continue to checkout books until the grace limit is reached. Once the grace limit is reached they will be unable to checkout books until their overdue library materials are returned. For example, if the student forgets both of their books, they will be allowed one additional book to checkout. If they do not return them the next week, they will not be able to check out anymore books until they return at least one.

## OVERDUE BOOKS

Students are informed at each library visit how many books they have out and which are overdue. Teachers receive a print out of all checked out materials for their class weekly. Parents will receive an email when books are overdue by two weeks or more. Books that are overdue by 30 days or more are assumed lost and a replacement fee will be charged to the family. The student will not be able to check out books until the replacement fee is paid.

## LOST OR DAMAGED BOOKS

Lost or damaged materials will need to be reported. The cost of replacement is required if the book cannot be found or fixed. Families can choose to buy a replacement book for lost or damaged books (same title) or pay the replacement cost assessed by the library.

## QUESTIONS OR BOOK REQUESTS

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