

Squires Check Out, Renewal Policy/Procedures



Squires Elementary School

Check Out:

Students may check out books for two-week intervals and may renew these unless someone else has requested them. Students will be allowed to check out 2 books at a time.

Students with overdue books or who owe library fines will not be allowed to check out anything else until their overdue books have been returned and all library fines paid.

Students will not be allowed to receive progress reports/report cards until overdue books are returned. Reference books, magazines, and reserve materials are available for check-out overnight only.

Books and other materials should be returned to the book-return slot at the circulation desk so that they will be checked in properly. **DO NOT LEAVE THEM ON THE CIRCULATION DESK OR ON ANY BOOK CART.**

Overdue Materials:

Overdue fines will NOT be charged on general circulation items. The student will, however, not be allowed to check out more materials until the overdue items have been returned.

The fine for overnight materials (magazines, reference and reserve) is \$.05 per school day. Although library media center staff will issue overdue notices, it is the student's responsibility to return books on time.

All overdue items must be returned before the end of each semester. If overdue materials are not cleared prior to the semester end, students will not receive their semester progress reports.

Lost / Damaged Materials:

Students are responsible for the replacement cost of all lost or damaged library materials. The cost of lost materials will be current purchase price. Students who return damaged books will be assessed charges depending on the severity of the damage.

Student may have the opportunity to work off the cost of the damaged or lost library item by volunteering in the library with guardian and teacher permission.