

Guide to a great library experience!

An elementary library is a happy place! There is often enthusiasm for a variety of reasons. Perhaps children want to learn about their favorite animal or maybe they just cannot wait to learn what happens next in the life of a beloved character.

The books we have on our shelves generate a thirst for knowledge. The library sparks imagination all the while fueling important language skills. As your child's librarian, we strive to provide a wide selection of materials at various reading levels. Library funding is limited making it critical that library books are kept in the best shape possible. Technology is opening a lot of new avenues when it comes to literature. While students can read books electronically, there is something vital in a young student's learning process that requires the actual turning of pages.

We sincerely want children to love their time in the library and their library book even more. As you turn these pages you will find some helpful tips for keeping library books in good condition. When you reach the final page please carefully read the checkout agreement. Provide contact information so that we can keep you informed should any problems occur. **Parents and children must sign and return the agreement form before students can begin to**

check out books. Make sure to keep the helpful tips handy so that you can refer to them often.

Great ideas for keeping you book safe.

1. Keep your library book away from liquids. This includes water bottles. Water bottles in book bags are the most common way that library books are damaged. Consider putting your water bottle in a separate bag or even a Ziplock.
2. Keep books away from pets. Dogs and cats are very hard on books. Dogs like to chew them, and cats like to spray them.
3. Younger siblings or relatives have caused a lot of damage to library books. Even under the most watchful eye they will rip pages, color pages, or even use scissors. So help your child by keeping books safely tucked away from the younger crew.
4. The dinner table and the library books are a bad combination. Even though the table may appear to be clean, things like syrup are hard to see, and often end up on the pages of a library book.
5. Establish a safe place in your home for your child to keep his/her library book. If they stay in different places it would be a good idea to make sure your child has a safe place to store their book in each home. This way they can take pride in the responsibility of returning a borrowed book on time and in good condition.
6. It is a good idea for library books to stay in backpacks on the bus ride to and from school. Books are often lost or damaged on the bus.
7. Please help us keep the pages in good shape by encouraging the use of a bookmark. Folding the page at the top corner to mark one's place damages the page. Also, turning the pages from corner to corner saves on wear and tear in the middle of the book. The more that we can keep the pages of the books intact, the longer they last.
8. Children need to wash their hands before they read a library book. Clean hands= clean pages!
9. If you have an accident with your book please **do not tape or glue the pages.** Return the book quickly, to your librarian. She will make the necessary repairs.

Elementary Library Policies and Guidelines

Mission

To enable students to become independent, information- literate, life-long learners.

Services for Students

All K-5 students have a scheduled library period once or twice a week (varies by building). These times are scheduled with the librarian in advance. During library time, students may listen to a story, do research, checkout books and READ!

Library Policies

- All library books should be brought to school on or before the day your child's class is assigned to go to the library. If further time/ use is needed, books may be renewed for an additional week.
- Students with books that are two or more weeks overdue WILL NOT be allowed to borrow other books until the overdue items are returned or paid for.
- Students who return more than two damaged books in one school year may have their library privileges suspended.
- Students who lose more than two books in a school year may have their library privileges suspended.
- Once a book is taken out of the library, it is the responsibility of the student to know where it is at all times. It is the student's responsibility to care for and return the book on time.
- Upper level chapter books are reserved mainly for students in grade 4 and 5. While a much younger student may have the skills for reading at a higher level, there are several reasons to limit their access to certain chapter books. The content may not be appropriate for the

younger student. Additionally, there are a limited number of copies of certain books. The upper grade level students need access to these books in order to complete class reading assignments. There are many alternatives for the eager lower elementary level reader. We will do our best to offer suggestions that fit the student's interests. We will also work with parents, teachers, and younger students to determine the best materials for a particular student.

Lost or Damaged Books

Replacement cost will be charged for lost or irreparably damaged books. Costs vary by book. A library notice will be sent home. Refunds will be issued for lost books until the semester end. For example, if a student pays for a lost book during the first semester, the student will have until the end of the first semester to find the book and return it for a full refund. If a student pays for a lost book at the end of the year, they will have until the first week of the new school year to return the book to receive a full refund. The librarians will make all necessary repairs to damaged books. **Please do not attempt to glue or tape damaged books.**

Overdue Books

- When books are overdue, notices will be distributed to classroom teachers who will inform the students.
- Report cards may not be issued to those with overdue library books.
- **If books are not found or paid for by the end of the school year students will not be allowed to check out books the following school year. Any outstanding balance from the previous year must be settled.**
- If you move, please make sure all books are returned to the library. If you take them by mistake, please send them back to us. Contact the school secretary for mailing instructions.
- Students who have continually damaged books, lost books, or constantly have overdue books may lose library privileges. Each incident will be at the librarian's discretion.

Please encourage your child to be a responsible user of library materials!

