



SJA Library Return Policy

Sick days: *Library book fines are waived if student is absent on library return day. It is helpful for the book(s) to be returned to the library as soon as the student returns to school. They will be permitted to choose another book if time permits.*

Vacation days: *For a planned vacation, we respectfully ask that the students return their library books or come to the library ahead of time to renew their books before going away.*

Late book fees: *Library books incur a fine of .05/daily for each day the book is late in being returned to the school library (not including weekends), up to the maximum, which would be the cost to replace the book.*

Preschool students may have their fines waived if the book is returned in under a week. All other students must return their books on time whenever possible. Doctor/dentist visits still require book to be returned either before or after and can be excused as necessary.

Replacement of damaged books: *If a library book has been found to be damaged upon its return, we will try to repair slight tears/rips. However, if the damage is significant, the student's family will be asked to pay to replace the book in as it was (hardcover or paperback), and the student will not be permitted to take out another book until the payment has been received.*

Book Renewals: *These are done at the discretion of the class teacher and the Librarian and sometimes depend on whether a hold has been placed on a book from another library patron.*

Excessive Library fines: *If a student has multiple outstanding library fines they will not be permitted to take out a library book until fines are paid.*