SJA LIBRARY BOOK POLICIES

Books: *Students in Grades K – 8 are permitted to check out books. As students progress in the grades, they are allowed to check out more than one book beginning in fourth grade with the exception of if the classroom teacher has assigned a report etc. Books are generally checked out for one week at a time.*

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 before going away. In the case of holidays, we extend the students' check out period to accommodate a school-wide vacation.*

Late book fees: *Library books at SJA no longer incur daily fines. Having said this, students will not be able to check out another library book until their overdue book is returned. Extenuating circumstances are 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, such as water damage or severe tears to binding, etc., the student's family will be asked to pay the replacement cost for the book as it was in its original state (hardcover or paperback). The student will not be permitted to take out another book until the replacement payment has been received.*

Lost Books: *We understand that books get misplaced. We ask that the student and family make every effort to locate the lost book before a replacement fine is assessed. In the case of losing more than three books during the student's time at St. Joan, they will no longer be permitted to check out books to go home. Their classroom teacher will have to hold the book in her classroom for the student.*

Book Renewals: *Done at the discretion of the Librarian and usually dependent upon whether or not the book has a current hold on it by another library patron.*