

# Library Policies

The John XXIII Library is available to assist the students/faculty with their class assignments as well as for students' recreational reading use. We ask the students' cooperation in following the procedures outlined below.

## **Loan periods:**

Grades K through 3 - 1 book for 1 week (this book needs to be returned before another book can be checked out). Books can be renewed twice.

Grades 4 and 5 - 2 books for 1 week. No more than 2 books out at any one time. Books can be renewed twice.

**\*\*NO overdue fines for Grades K-5.\*\***

Grades 6 through 8 - Limit of 4 books/magazines at any one time. Students may renew materials (excluding magazines) twice if necessary. Fines are \$.05 per school day for all overdue materials.

Students in K through 4 gather their books in a classroom box which is sent to the library for returns.

Students in Grades 5 through 8 are directly responsible for the return of library materials. There is a Book Return box in the library for this purpose.

Grades 6 through 8 homerooms receive an overdue/fines list once a week.

Students should check this list for overdue materials and/or fines owed. Students also receive individual notices about overdue books and/or fines.

All students must pay for any library materials damaged or lost. The library database determines replacement cost of such materials. If the purchase price is not recorded, replacement cost is as follows:

- a) paperbacks - \$8.00;
- b) hard bound books - \$12.00;
- c) magazines - current newsstand price.

Students may NOT check out reference materials. Teachers may arrange to have such materials sent to a classroom if needed.

Students may use, with permission, a copier located in the library. Cost is \$.10 per page.

Library privileges for a student (in Grades 6-8) are suspended should any of the following occur in any one quarter:

- accumulation of more than \$1.00 in overdue fines;
- outstanding replacement costs on lost materials;
- materials overdue 3 weeks or more;
- 3 or more books overdue at any one time.

Privileges will be reinstated once the fine is paid or the material is returned in usable condition.

In order to use the library other than during regularly scheduled library class times, students need a Pass from their teacher.

Mrs. Zappia  
Mrs. Brockman