
JOHN XXIII LIBRARY POLICIES

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[School Year 2011-2012 Library Schedule](#)

[School Year 2011-2012 Volunteer Schedule](#)

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The John XXIII Library is available each school day from 7:45 am - 2:45 pm.□ The students are scheduled for weekly visits to the library with their teachers.□ The library is a place of study and research where students are expected to conduct themselves in a quiet manner appropriate to the library.□ We ask the students' cooperation in following the procedures outlined below:

1. LOAN PERIODS: Grades K through 3 check out 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 can check out 2 books for 1 week.□ No more than 2 books out at any one time.□ Books can be renewed twice.□ Grades 6 through 8 have a limit of 4 items (including one magazine) at any one time.□ Students may renew books (not magazines) twice if necessary.□

2. BOOK RETURNS: Grades K through 2 gather their books in a classroom box which is sent to the library for returns. Students in Grades 3 through 8 are directly responsible for the return of library materials to the *Book Return* box in the library.

3. OVERDUE NOTICES: Students with overdue books receive individual notices on a weekly basis. Students with two or more overdue items lose library privileges until overdue items are returned or replacement cost is paid.□ Grades 5 through 8 students whose books are overdue for four or more weeks will serve detention, with notice, on the next scheduled detention date, and subsequent detention dates, until the book is returned or the replacement cost paid.□ If the book is returned, or replacement cost paid, on the same day as a scheduled detention, that detention will be canceled.

4. LOST/DAMAGED MATERIALS:□ All students must pay for any library material 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) hardbound books - \$12.00 / c) magazines - current newsstand price

5. REFERENCE MATERIALS: Students may NOT check out reference materials. The 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.

6. SUSPENSION OF PRIVILEGES: Library privileges for a student (*in Grades 6-8*) are suspended should any of the following occur:

- outstanding replacement costs on lost materials

- materials overdue 4 weeks or more (also serve detention as noted above)

- 2 or more books overdue at any one time

Privileges will be reinstated once the infraction is corrected.

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