

St. Patrick Catholic School Library Rules and Procedures – 2011-2012

Dear Students and Parents,

Following are the Rules and Procedures for this school year. Please read over carefully with your student, sign, and return to school.

Thank you,
Mrs. Deja

Library Rules

- **Respect the library materials (so we'll have more to use).**
- **Everything has a correct place (so we'll be able to find what we need).**
- **Always share (so we'll return things when they are due and we'll put things on hold when we have to wait).**
- **Don't disturb others working in the library (so we'll all have a special place to read and work).**

*****In addition, all school rules apply in regards to proper behavior.**

Library Procedures

- **Enter the library quietly.**
- **Go to your assigned seats.**
- **Raise your hand and wait to be called on before speaking.**
- **Keep hands, feet, and objects to yourself.**
- **Bring only your library book (unless directed otherwise).**
- **Take a bathroom break before coming to the library.**

Consequences

When library rules are broken, the following consequences will apply in the following order (and may change when situations warrant such action):

- **Oral warning**
- **If misbehavior continues a referral will be given**
- **E-mail/Phone call to parents**
- **Written apology from student will be required**

Checkout Procedures

- Grades 2 through 7 may check out 2 books for 14 days, Grade 1 may check out 1 book for 14 days.
- Students may recheck a book if the book has not been reserved for another student or teacher.
- Reference materials are not available for check-out and must be used within the confines of the library media center.
- Overdue Materials

There is a .10 cent fee a day (not including weekends or holidays) until the book is returned.

– Students who have overdue materials may not check out other materials until the overdue materials are returned. There are no exceptions to this policy.

Lost, Damaged, Overdue Books

- **Lost Books:** All lost books must be paid for in full. The cost for each book is the cost of replacement, which includes a processing fee of \$2.50.
- **Damaged Books:** A fee of \$2.00 will be charged to a student who damages a book that can be repaired.

Charges to Student Accounts: When a student is charged for a lost or damaged book, the student may not check out any materials until the charges are cleared from the account.

Student Signature _____ Date _____

Parent Signature _____ Date _____