

# Library Policies

## Book Checkout

- Students in grade 1-5 may checkout as many as 3 books for 2 weeks
- Kindergarten students checkout weekly and may checkout One book at a time
- Students in grades 3-5 may checkout Playaways (audio books). However replacement cost is \$40 or more

## Overdue Books

- Overdue book notices are sent out weekly via email
- For families without email, a paper copy is sent home
- Students are blocked from checkout if they owe one or more overdue books

## Book Payment Policy

- Books that are lost will be marked “lost” after 1 month overdue
- Fees for lost books will not be charged until the end of the year
- Fees for books that are returned damaged or destroyed are to be paid immediately

