

## Library Guidelines

### *It's Our Library!*

The library is a place where *all* students can feel relaxed, safe and inspired. That means we need to take care of it!

- If you find books on the floor, put them on the "lost book shelves" or on the shelving cart.
- If you notice a damaged book, tell an adult or put it in the Book Hospital.
- If you hear loud voices, give friendly reminders.
- If you use something, put it away when you're done.

### *Check-Out*

#### *How many books can I check out?*

- Kindergarteners and First graders may check out one book each.
- Second Graders may take two books.

You may keep your books for one week. **All library books are due the morning of your weekly library day.** You may return your books early to your classroom return bin.

If you want to renew a book, make sure the librarian is aware of that. Put a renew slip inside with your name.

If you forget to bring your books back on library day, you look at a book at your table or look at a magazine. You will be able to check out library books on your next library day. An overdue reminder will be read during your library time.

If you lose or damage a book, you must pay for it before you may check out more books. Your librarian will tell you how much it costs. If you find a lost book after you've paid for it, you will get your money back. If a library book is lost for more than one month, we ask you to pay for it or return it.