

Elementary Library Checkout Policy

Students

- Pre-School - 1st grade may check out one book.
- 2nd-5th grades may check out two books. Chronic over-dues will result in only one checkout.
- Check out period is 1 week.
- Students with lost or damaged books will be assessed a fine.
- Fines must be paid before student checkout resumes.
- Report cards will be held until library fines are paid.

Teachers

- May not checkout books for a student.
- Thirty five maximum checkouts.
- Responsible for all items checked-out under their name.
- Check out period is 2 months.
- Some A/V items may be checked out for the school year.

Revised 10/7/2014