Library Policies & Procedures

Saint Anthony of Padua School

LIBRARY POLICIES

1. Books may only be checked out from the library by current St. Anthony of Padua students.

2. All books must be checked out by library staff/teacher before leaving the library.

3. Each student is allowed to check out a maximum of two books at a time for a period of one week.

4. Students may renew books at any time before its due date.

5. If a book is returned after the date it is due there will be a 0.25 cent excess use charge per book per school day.

6. Students will be charged a fine for lost/damaged materials. Any book past due for over one (1) month will be considered lost and will be charged the full price of book.

7. Books labeled "YA" must have signed consent from a parent/guardian before the student will be allowed to be checked out. Parents will receive an email for confirmation after receipt of signed "YA" consent form.

8. Students that receive permission for a "YA" book title are not to share that "YA" book with other students as they may not have consent from their parents.

9. Computers are available for students to complete school related work or research under direct supervision of teacher or library staff.

10. Computers may only be used for school related projects. E-mail, games, etc. are strictly prohibited.

11. No food or drinks are allowed in the library at ANYTIME.

12. Resource books and materials, such as dictionaries and encyclopedias, are not available for check out and are to remain in the library.
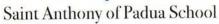
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PROCEDURES

1. When entering the library please pick up a library wooden marker with your appropriate number.

2. While in the library you should keep conversations low and be respectful of other library users.

3. To locate a book in the library you should seek help from your teacher or library staff.

4. When removing a book from the shelf, but unsure if checking it out, please place the wooden marker in place of the book. This makes it easier to remember where the book goes.

5. Students wishing to check out books with a "YA" label, must be given a consent form to be signed by parent/guardian as the book may contain material that may be considered inappropriate for some children. Book will be placed on hold for the student until consent is returned signed by parent.

6. Students who wish to check out an item that is currently unavailable may ask the library staff to place the book on hold for them. Students may be contacted once the book becomes available.

7. Library staff or teachers must appropriately record all materials that are checked out in their corresponding class binder, this helps us to ensure materials get checked out to the right student.

8. All returned book should be placed in the basket labeled "Returns."

9. Should a student have unreturned books or unpaid late fees, they will not be able to check out books until their library account is paid or books are returned.

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I have read and understood the Library Policies & Procedures. I agree to abide by these policies and procedures. Failure to do so may result in a loss of access and privileges to the Library of Saint Anthony of Padua School.

Parent Name

Parent Signature

Student Name & Grade

Student Signature

Student Name & Grade

Student Signature

Student Name & Grade

Student Signature