



# CALVARY CHAPEL CHRISTIAN SCHOOL

## Library Information Sheet K – 6<sup>th</sup>

WELCOME TO THE LIBRARY! Listed below are the rules and policies for our Elementary School Library. Come enjoy the wonderful things our library has to offer.

### BOOK CHECK-OUT INFO:

K-2nd graders: one book. 3<sup>rd</sup> – 5<sup>th</sup> graders: two books. Students working on special projects may check-out additional books at the librarian's discretion.

### CHECK-OUT TIME:

Two weeks. Books may be renewed twice, with additional renewals at the librarian's discretion. The due date will be stamped on the book. Students are responsible to know when their books are due.

### FINES:

Late items are charged at 10 cents per day, per item. Weekends and school holidays are excluded. No other exceptions are made (*such as student absences due to illness or vacation*). Books may be renewed by phone or returned to the Book Drop in the student's absence. A fine of \$5.00 will be assessed for any item that is returned with a missing/damaged barcode label. All fines and fees must be paid before any additional items may be checked out.

### LOST and/or DAMAGED ITEMS:

Lost items will be charged at the price of the book plus a \$2.00 processing fee. Damaged items will be charged a fee depending on the cost to repair the damage, as determined by the librarian. If the book is damaged beyond repair, the student will be charged the price of the book plus a \$2.00 processing fee. If the book is later found, the student will receive a refund, minus the late fee that will not exceed the cost of the book.

### RULES AND REGULATIONS OF COMPUTER USE:

Students must ask a librarian for permission before inserting a flash drive, or CD/DVD into any of the library computers. Permission must be obtained each and every time even if you previously were given permission for the very same device. Students will not vandalize, re-configure, add, or remove any hardware or software (including the desktop icons and screensavers) on the computer. Students may not intrude into unauthorized areas of the computer.

### CONDUCT:

The behavior rules will be explained to each class at the beginning of the school year. Access to the Library may be limited or withheld at the Librarian's discretion to any student whose behavior is unacceptable while visiting the Library.