



# CALVARY CHAPEL CHRISTIAN SCHOOL

## *Library Policy 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. For students' convenience, a Book Drop box is available to return books at any time.

### **FINES:**

After two weeks, one additional week grace period will be given for overdue books, with no charges. At the end of the third week, overdue checkouts will be considered lost, and the full cost of a lost book will be billed to student's tuition account (see next section).

### **LOST and/or DAMAGED ITEMS:**

Lost books, and books returned damaged beyond repair, will be charged at the price of the book, plus \$2.00 processing fee. If damaged books are repairable, amount charged will depend on repair cost, as determined by the librarian (not to exceed total cost of book plus processing fee). A \$5.00 fine will be assessed for any book returned with a missing/damaged barcode label. If lost item is found and returned within 30 days, student's tuition account will be credited for a refund (less any damage costs, if applicable).

### **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.