

Primary Library Procedures

Hours: 7:30-4:30 on school days. Please ensure that both staff and children are always polite, courteous and patient with the library staff. The library should provide choice of a range of books for students and compliment the books in the classroom library.

Essential Agreements for the Library

Be respectful.

- Listen.
- Treat the books and other resources with care.
- Use a quiet voice.

Be responsible.

- Put books back where they belong.
- Use computers and the Internet appropriately.
- Leave snacks and drinks outside.

Be safe.

- Walk.

Additional Information:

- Each student is issued a library card which is kept in the library and used as a shelf maker when looking for books.
- Students may visit the library during break times to read or use the computers according to a timetable that will be posted on the library doors.
- There are cubbies just outside the front door for student personal items.
- Please ask students to put books back where they belong. With the picture books, this is easy because most books have the letter in the upper left hand corner that corresponds to the correct shelf. This gets trickier with the novels and nonfiction. There is a trolley next to Kalimah's desk for books that need to be reshelfed.

Please help students remember to use their library card as their shelf maker.

Amount of books to be borrowed

- Infant students may borrow up 3 items at a time. (Depends on teacher.)
- Junior students may borrow 5 items at a time.

Loan Period

- Each book can be borrowed for 2 weeks.

- Books can be renewed twice.

Check Out

- Students should line up to check out books at the low part of the Circulation Desk where Ms. Katalin sits.

Returns

- Please place returns neatly on the low part of the Circulation Desk or in the Drop Box.

Overdues

- Overdue notices will be sent just before October, December, April, and June holidays. K1-G2 will receive paper notices. Grade 3-5 will receive email notices.
- If a book has still not been returned, a letter will be sent home to parents requesting that the book be returned. If the book is lost or damaged beyond repair, the book will need to be replaced or paid for. The price includes an administrative charge of \$25. This fee is waived if the book is replaced.

Timetable

- There is a scheduled class library timetable for checking out books on a weekly basis.
- If students/classes need to use the library outside of their regular check out time, please book a space ahead of time.
- Whole classes must always be accompanied by a teacher.
- Groups of up to 6 students in grades 3-5 may come to the library unaccompanied to work a task if they have a pass.

Staff

- Staff are automatically members of the library.
- Loan period is 3 weeks.
- Books can be renewed, but please return books as soon as you are finished with them.
- There is a small professional collection in the Blue Room. A larger collection is housed on the second floor of the secondary library.