

Library Use

- The library is open from 7:40 am to 2:50 pm Monday through Friday.
- Our library operates on a fixed AND open schedule.
 - Fixed Library Schedule - all classes visit the library for specials class on a bi-weekly basis where they have structured activities and check out time.
 - Open Library Schedule - students are also allowed to visit the library at any point throughout the day to read, check out materials, research, work, and collaborate with other students.
- The library is a classroom and a shared space. Please respect the space and other students by keeping your voices at a reasonable level so as to not disturb other students and/or classes.
- Students may not bring food, drink, candy, or gum to the library.

Student Loans and Records

- Books may be checked out for 2 weeks and may be renewed.
- Students in all grade levels may check out books. The amount of books depends on the grade. Below is how many books students are allowed to borrow:
 - Kindergarten - 1, First Grade - 2, Second Grade - 2, Third Grade - 2, Fourth Grade - 3, Fifth Grade - 3, Sixth Grade - 3
- Crestline Elementary School Library patrons' records are confidential to comply with the tenets of the American Association of School Librarians Statement on Confidentiality of Library Records.

Overdue & Lost Items

- Overdue notices for each student are sent home periodically.
- Students with overdue books may not check out new materials until all obligations have been cleared.
- We do not charge overdue fines. However, if a book is lost or damaged the patron will be expected to pay the cost of replacement. If a lost book is later found, the student may keep the found copy.
- Overdue items are carried over into the next school year.
- Library fines may be paid by cash or check at the library desk.

Teacher Loans

- Books and audio/visual items may be checked out to teachers for one semester and over the summer.
- Teachers will receive overdue emails if they keep items over the due date. All materials should be returned to the library at those times.

Student Holds

- Students may reserve books by placing them on hold at the circulation desk or online through Destiny Discover.
- When student-reserved materials become available, notices are sent to homeroom teachers and the book is held at the circulation desk for 3 days after the notice is sent.