

Here is a checklist of things for students to do when they have an overdue or missing library book.

1. Check your home room library.
2. Check your desk and school bag.
3. Check your bookshelf at home along with vehicles and other areas of the home.
4. Check the school lost and found areas.
5. When looking for overdue library books, always look for the Sherwood Elementary School bar code on the back of the book. In the past, we have had Sherwood books returned to the Provincial Public Libraries. The Public Libraries send them to Sherwood when they receive them. We do the same with Public Library books.
6. To see what a book cover looks like, I suggest an internet image search with the title of the book and the author's last name.
7. If you find a book over the summer, return it in September. If you are not returning to Sherwood in September, leave it with a neighbor that is returning to Sherwood. Another option is to return it to any school in PEI and it will get back to Sherwood through our courier system.
8. If you think that you returned it to the library, please come and see the librarian.
9. Parents/guardians, feel free to reach out to me directly at kmduncan@edu.pe.ca if you have any questions.

I try to meet with every student that has overdue books. We usually look at an image of the cover of the book to help refresh the student's memory. Some students will recognize it right away. Others will say they didn't sign out the book to start with or they have returned it. That is definitely possible. The book could have been signed out to the wrong student (same first name, etc...).

We also see books returned from past years and gladly take them back.

Here are 3 ways to help identify a Sherwood Library book. The 349 at the bottom of the spine label is the 3 digit code for Sherwood School. Scroll down to the sample pictures.

