

## BARRY COUNTY CHRISTIAN SCHOOL LIBRARY POLICIES

POLICY	K-6TH GRADE	7TH GRADE-ADULT
Books may be checked out for	One Week	Four Weeks
Magazines	One Week	
Reference Books*	One Day	
Limit on number of books at a time	One	Unlimited
Overdue fines on books & magazines are	Five cents per day	
Overdue fines on reference books	\$1.00 per day	

\*Reference books may be checked out of the library for classroom use for one day only. When school ends the day the reference book was checked out, the book must be returned. It can be checked out again the next day if necessary. **NOTE: Reference books are NOT to be removed from school property.**

### **Checking Out, Renewing and Returning Library Books**

- All books (and other library materials) must be checked out before being removed from the library.
- Elementary students **MUST** bring the book to the librarian to renew it.
- Return books to the "Library" box in the front lobby.

### **Overdue Notices**

- Overdue notices will be generated each Friday that school is in session. The student will receive two overdue notices for a particular book. If a third notice is necessary, it will be mailed to the home, an additional \$0.50 will be added to the fine, and the school Administrator will be notified. Overdue notices include both overdue books and overdue fines.
- Additional books will not be checked out to students who have overdue books.
- All overdue books must be returned **AND** all overdue fines must be paid before student can receive report card.

### **Damaged or Lost Books**

If a book is damaged or lost when it is checked out to an individual, it will result in a penalty:

TYPE OF BOOK	MINIMUM DUE	MAXIMUM DUE
Soft Covers	\$10.00	Retail Price of Book Plus
Hard Covers	\$20.00	
Reference Books	\$30.00	\$5.00
Magazines	\$5.00	n/a

Money will be used to replace the book, if possible. If a lost book is returned before the end of the school year, a portion of the fine will be refunded. Instead of paying the penalty, you may purchase a copy of the book, give it to the library and pay the applicable overdue fine.

Please be aware that some books are already in bad shape and you will not be held responsible unless we are sure that the damage occurred while the book was checked out to your child.

### **Unacceptable Books**

Every effort has been made to ensure that quality books are available in our library; however, we cannot catch everything that might be objectionable. If your child brings home a book that you feel should not be in our library please notify the librarian. You will be asked to return the book and a completed "Request For Reconsideration of Library Materials" form (available from the librarian). The complaint will be reviewed and if the school administration agrees that the book is unacceptable it will be removed. If the school administration feels that the book is acceptable you will be notified of the reason.

### **Recommended Reading Levels**

The colored dot system used in the library is intended to help children choose books that are at the child's reading level. Since reading abilities vary greatly within an age group, this system is a guideline. If a child can demonstrate the ability to read and understand a book outside the recommended guidelines, the child will be permitted to check out that book.

Red Dot	Recommended for children in Kindergarten or younger
Yellow Dot	Recommended for children in 2 <sup>nd</sup> grade or older
Orange Dot	Recommended for children in 3 <sup>rd</sup> grade or older
Green Dot	Recommended for children in 5 <sup>th</sup> grade or older
Blue Dot	Recommended for children in 7 <sup>th</sup> grade or older