

Library Policy

Library checkout procedures:

- **Kindergarten:** students may have one (1) book checked out from the library for personal reading. Student's books will be kept at school.
- **First grade:** students may have one (1) book checked out from the library for personal reading. Student's books may go home. Classroom teachers make that decision.
- **Second grade:** students may have one (1) book checked out from the library for personal reading. In January, if your child has been responsible about returning his or her library book, he or she may select two (2) books for personal reading.
- **Third grade through fifth grade:** students may have two (2) books checked out from the library for personal reading. These limits may be exceeded at the request of a classroom teacher to accommodate special assignments.

Students will be limited or prevented from checking out materials if they have books that are overdue. If a book is 4 weeks overdue, students will be able to checkout new books but will not be allowed to take library books home.

The checkout period is five (5) school days. Library books are due on your student's library day.

Students may renew library materials up to two (2) times, so materials may be kept a maximum of three (3) weeks. Exceptions may be granted with librarian's permission

Teachers receive a list of students with overdue books. Any student who has not returned his/her books after one (1) week will receive an overdue notice.

The library staff will attempt to contact the parent when a student has not returned a book that is more than two weeks overdue. If a book is more than three weeks overdue a bill for the replacement value of the book will be sent home. If the student returns the overdue book to the library in good condition, the bill will be voided. If the item is recovered and in good condition after the fine is paid, payment will be refunded.

Parents, please help your students avoid past due notices by helping them choose a convenient place to keep library books at home. As you choose a place for them to store their library books at home, be sure to remind them that

the books need to be out of reach of pets, younger siblings, food, or other hazards.

Students who return books with damage that is intentional or due to carelessness will be billed for the replacement value of the book. This does not include ordinary wear and tear. Richland School District policy requires that grade reports not be given out to students who have any outstanding fines, including ones for library materials.

Accelerated Reader (AR) is a big part of the school and library program. Students read books and take tests in their classroom, Chap Lap, Resource and in the library. During the year, students are rewarded for reaching reading goals with an ice cream party. Students use their points at the school store or spend them for events throughout the year.

STAR (Standardized Test of Achievement in Reading) is a program that tests the reading ability of the students and gives them a Zone of Proximal Development (ZPD). The teachers and librarian use this ZPD to help students select a book they can read so they are successful when they take an AR test. The STAR test is given at the beginning of school and before the fall and spring conferences.