

Adelaide Elementary Library Disclosure

- **Library Visits:** Each class has an assigned time and visits each week. Library class time allows for instruction, book recommendations, and the exchange of books. To be prepared for library, a student must bring their library books. Kindergarten classes attend 15 minutes each week. 1st through 6th grades attend for 30 minutes each week. Scheduled library periods may be missed due to holidays, assemblies, field trips, and early outs. These classes will not be rescheduled.
- **Library Behavior:** Students will follow the school's behavior plan and expectations in the library.
- **Open Library:** The library is open for book exchange Monday through Thursday during certain times in the morning. Please see the Library Schedule.
- **Checkout Limits:**

Kindergarten:	One book
1 st – 5 th Grade:	Two books
6 th Grade:	Four Books
- **Book Care:** Student should take proper care of checked out books. This includes washing hands before handling books, keeping books away from food and liquid, not marking or bending pages, and keeping library books away from younger children and pets. Books should be stored in a safe, clean location while in your home. Books, school work, and devices should be kept safely in backpacks, with water bottles on the outside to avoid damage. Students should return all books during his/her class library time.
- **Overdue Books:** Books are checked out for two weeks. Students may renew books an indefinite number of times unless the title is on hold. Once the book is delinquent, notices will be sent home with the student. Students with late books will be allowed to continue to check out books if they are under the checkout limit. After Spring Break, in April, students with overdue books will not be allowed to check out additional books until the overdue book is returned or paid for. There are no fines for overdue books.
- **End of the Year:** All books are to be accounted for by the student's final visit to the library, the second to last week of school.
- **Lost or Damaged Books:** As per district policy, payment is required for a lost or damaged book. The payment will be the purchase price of the book along with a \$2.00 processing fee. The school **will not** accept a replacement copy of the lost book in exchange of payment, as most of our books are library bound copies. If a book is paid for, and then found within 30 days of the payment, a refund will be issued. If it is found after the thirty days, or the summer break, there is no refund.