

# Library Policies



We are excited to open the library for the 2022 – 2023 school year and want you to be aware of the policies under which the library operates:

The library will be open each school day from **8:00 a.m.—3:00 p.m.**, and is closed for lunch.

1. Books are checked out for **3 weeks**; Kindergarten students check out books for **2 weeks**:
  - ◆ Kindergarten and 1st graders check out 1 book at a time
  - ◆ 2<sup>nd</sup> - 3<sup>rd</sup> graders check out a maximum of 3 books.
  - ◆ 4<sup>th</sup> - 12<sup>th</sup> graders check out a maximum of 5 books.
2. It is the student's responsibility to return books to the library.
3. Books should be returned on or before the date due.  
Books returned *after* the due date will be charged a fine\* of ten cents per day.  
\*Fines will not accrue on weekends or holidays.
4. Students in Kindergarten through 6<sup>th</sup> grade receive overdue slips.  
Students in 7<sup>th</sup>-12<sup>th</sup> grades have an overdue list posted on the bulletin board upstairs.
5. Parents receive weekly email notifications of overdue books.
6. If any book is lost or damaged, the person who checked out the book is responsible to pay for the replacement of the book.
7. Students with overdue books or fines will not be allowed to check out additional books until books are returned and fines are paid.

We have a wonderful selection of books and are proud of our school library. We look forward to serving our students and teachers this year.

We welcome any book donations. Your suggestions and comments for making this a better library are always encouraged.

Thank you for your support.

Heritage Library Staff

