

LIBRARY RULES & POLICY

1. The Library is a **QUIET ZONE!**
2. All books will be dated for two weeks. (On occasion, they may be dated for only one week. Check the date stamped in the front of the book.)
3. Students will come to the library once a week on a designated day.
4. Students are issued library cards for grades 2-8.
5. A student may take out more than one book in grades 2-8. (Example: 2nd grade = 2 books, 5th grade = 5 books, 6th-8th grade = 6 books) **ALL BOOKS** must be returned before a new one can be taken out.
6. Books are to be returned to the book cart located in the hallway outside the library door. Grades are labeled on cart. Kindergarten Prep & Kindergarten will return their books to the special crate in their classrooms. Books must be turned in by 9 a.m. daily. They can be returned anytime before they are due. Books returned after 9 a.m. will be checked in the following day. **IF THE BOOK IS NOT TURNED IN ON TIME, IT WILL BE CONSIDERED LATE!**
7. A late fee of 10 cents per day per book will be charged to the student. (Weekends and days off are not included). It is the student's responsibility to return books on time/pay fines.
8. **NO BOOKS ARE ALLOWED TO BE CHECKED OUT IF FINES ARE OWED OR A BOOK IS OUT!**
9. If a book is lost, a new book (or comparable) must be brought in for replacement. Until the lost book is found or replaced, **LATE FEES WILL ACCUMULATE!** A notice is given weekly to the student if a book is late or fines are owed.
10. **FINES NOT PAID AFTER A MONTH WILL DOUBLE WEEKLY UNTIL PAID!**

I have read the above rules and policies of the Warren Woods Christian School Library. My child will be responsible for all books checked out during the school year.

Student Name _____ **Grade** _____
Parent Signature _____

Return form with admission papers upon enrollment.