

CCS LIBRARY POLICIES

Student expectations: Students may use the library only when staff is present or when a staff member gives them permission. Students are expected to maintain an academically appropriate atmosphere when using the library. They should ensure that the library is organized and tidy before leaving. Item check-out and check-in can only be performed by school staff or trained volunteers. Students should return their books in the labeled return box. While browsing, the children may use the paint sticks as placeholders to mark where they found a book on a shelf. They should return all paint sticks to the bucket at the end of their class's library time.

Loan limit:

- Kindergarten-2nd grade: Students may check out only one book at a time. They must return their book before they will be allowed to check out a new book.
- 3rd-6th grade: Students may check out a maximum of two books at a time. In order to check out two new books, they must return both of their previous books. In order to check out one new book, they must return at least one of their previous books. At any given time, they should only have a maximum of two books checked out.
- 7th grade-high school: No loan limits unless requested by classroom teacher.
- At their discretion, individual classroom teachers may adjust these guidelines for their classes.

Loan period: Loaned items are due back two weeks from their check-out date. Items must be present for renewals unless renewal is requested directly by the classroom teacher.

Overdue books / fees: At the end of each month, a list of books two or more weeks overdue will be generated and given to each classroom teacher so they may notify their students' families. If these overdue books are not returned within one week after overdue notice is given, a replacement cost equivalent to the cost of the item will be charged to the student's account. If the item is returned at any time after the family has been charged, the family will be reimbursed the replacement cost they paid. The one week deadline for returning books may be extended if there is a break (Thanksgiving, Christmas, and Spring) at the end of the month. Any lost or damaged books will be charged to the student's account.

Families and guests may also use the library during weekday hours if the library is not in use. Student rules apply to families, and items and fees will be associated with the student's account.

Donations are gladly accepted. Please note that donated items must be appropriate for a Christian school environment and be in very good condition (no marks, highlighting, damage, or mold/mildew).