

# Library Circulation Policy

## Checkout:

Classroom teachers are responsible for library book checkout time with their class, due to the shared position of the teacher librarian and library clerk who are in 3 different schools.

## Books:

Students are able to borrow 1-2 books per week. The borrowing period is one week, with the possibility of two renewals.

Some teachers allow an additional book for checkout for reading buddy time with another class.

## Overdue Notices:

Overdue notices are printed and placed in teacher mailboxes by the library clerk on a regular basis. Students are responsible for returning their books in a reasonable amount of time.

Late fees are not assessed, but lost books may incur a fine for book replacement.