

## LIBRARY CLASS PROCEDURES 2009-2010

Remember---the Library is a QUIET place---Please respect that quiet.

We will have library period every Tuesday this year for 30 minutes per class. Bring your books in on Tuesday morning to return at library period. Learn to be responsible for your books.

1. Each student (grades 2-8) will borrow one (1) age-appropriate book to read. You may borrow two (2) books, or one (1) book and one (1) magazine. Do not have more than two items checked out from the library in your possession (home, school, backpack, etc...) at any time. In order to take a magazine, you must have a library book, too. Do not take only magazines. You have plenty of book reports due in your classes. You must keep up with those book reports by checking out and reading books. A magazine is not used for a book report.

2. Books and magazines will be borrowed for a 2-week period only. A book may be checked out only 2 times during the school year to give everyone a chance to read it. You and your parents/guardians are responsible for returning your books on time and in the same condition as when you checked them out. A fine and fee system is in place this year, and will be carried out. The fine is 50 cents per week for each book or magazine after the due date. If the book is lost or damaged, you will be charged the replacement cost of that book including shipping and handling costs. Each magazine lost or damaged will be a \$5.00 fine.

3. Appropriate behavior for the library means no loud talking, running or horsing around. Sit and listen quietly. No offensive noises, snickering and giggling, making faces at one another, etc. Do not tear, throw or leave pieces of paper, pens, erasers, etc. in the library. This behavior will not be tolerated, and you (and your class) will lose a recess period so your whole class can clean the library mess you leave. You are old enough to know how to behave in our library classroom. Remember our mantra: Religion, Respect & Responsibility

4. Kindergarten and 1st grade: Only one book may be borrowed from the library. That book will be kept in your cubbie or a place designated by the teacher in the classroom. Do not take your library book home!!! Please learn to take care of library books in your care.

God bless us all this school year,

Mrs. Cindy Emily