

## Overdue and Renewal Policies

### Loan Period and Book Limits

Loan periods and book limits vary by grade.

K4 and K5 – one book for one week

1<sup>st</sup> – 2<sup>nd</sup> grades – 2 books for one week

3<sup>rd</sup> – 8<sup>th</sup> grade – 4 books for two weeks

Additional books may be checked out at the discretion of the librarian or request of the teacher.

Books may be renewed for special projects per request of the teacher.

### Overdue Policy and Fines

Books not returned by the due date are considered overdue. There is a grace period of one day.

**Overdue notices** on white paper are sent to the child. When the book is returned the fine becomes a set amount.

**Fine notices** are sent to the child weekly on cherry colored paper. The fine charged is \$.10 for each day the book is overdue. After the return of the book, the fine does not increase.

### Lost Books

Lost books are the responsibility of the child and family. The full cost of the replacement of the book is charged. If the book is returned in a timely manner, the fee is returned to the family minus the amount of the accrued fine.