

## LIBRARY POLICY

Students in grades K-5 visit the school library weekly to learn how a library is organized and book borrowing etiquette, and to be given access to a range of books in English, Spanish and Portuguese. Students are permitted to check out two books per week (kindergarten is permitted to take one book per week). Parents/guardians are permitted to check out 10 books for up to three weeks.

Part of understanding book borrowing etiquette is caring for books. Therefore we have the following policies:

- Books that are lost or returned damaged beyond repair will have to be replaced with a copy of the same title or payment (to replace book) will have to be made.
- Fines paid for a lost book will be returned in full if the book is found and returned to the library.
- Books with minor tears or loose pages can be repaired by the library staff **only**.
- Books that have water (or any liquid) damage cannot be repaired and will have to be replaced or paid for.

Every year, in addition to replacing worn and damaged materials, our library committee purchases titles that our school does not currently own. We welcome any suggestions (and donations) of new titles from students, faculty, and staff.