

## **Library Policy: 6th-8<sup>th</sup> Grade**

Each student has a St. Catherine of Siena library card. Library cards must remain in the library. Each student is allowed to check out 2 books at a time. The checkout period is 3 weeks.

If a student does not return his or her book on or before the due date, it is considered overdue. A maximum of 2 books is allowed at a time, so if 2 books are checked out or overdue, no new books may be checked out. If only one book is checked out or overdue, only 1 more book may be checked out.

There are no overdue fines; however, because failure to return a book limits the student's access to get new books, it is very important to respect the due date.

Students have the option of renewing books one time; if this occurs, the student still must adhere to the 2 books at a time rule, but the book(s) will no longer be considered overdue.

Once a book is overdue, the Librarian will send a reminder home in the Thursday folder.

Once a book is two weeks overdue, the Librarian will contact the student's parent(s) or guardian. Please help your child remember to return his or her books.

Once a book is one month overdue, it is considered missing or lost, and the parent or guardian of the child to whom the book is checked out to will be charged the list price of the book. Parents are also responsible for paying for damaged books, in the case that a book cannot be repaired.

Please feel free to contact the Librarian, Nirmada Mandalika, with any questions: [nmandalika@scsstrumbull.org](mailto:nmandalika@scsstrumbull.org)