

## **Benjamin Phelps School**

### **Library Borrowing Policy for Students**

- Students are responsible for all books/magazines taken out.
- Books are due one week from check out date.
- Students may renew a book by bringing it to the librarian for renewal.
- Books must be returned to the library in order to be checked IN - returning them to the classroom or having them in a backpack does not mean they have been returned to the Library.

### **Overdue Books**

- Overdue notices are sent home with students on their library day, after an item is one week overdue and weekly thereafter. Please check your child's backpack or folder for the notice.
- Overdue books should be returned as soon as possible.
- The school does not charge a late fee for overdue books.

### **Lost and Damaged Items**

- Items are considered LOST when they are 3 weeks or more overdue.
- You will be charged the replacement cost for lost or seriously damaged items.
- A notice stating the replacement cost will be mailed home to parents/guardians when the item is 3 weeks overdue.
- Students may not borrow additional items from the school library until the cost for the lost/damaged item is paid. This will continue to the next school year if not paid during the current school year.
- Checks should be made out to Phelps PTO.
- If you should find a lost book after paying for it, and it is in good condition, please return it to the library and your money will be refunded.