

James Clark School

Library Borrowing Policy for Students

- **Students are responsible for all books/magazines taken out.**
- Books are due **one week** from checkout 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.
- **Yearbooks will not be distributed to any student with an outstanding fine on their library account.** Once the fine is paid, the PTO will be notified to release the yearbook to the student.
- 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.