

LIBRARY POLICIES

Dear Parents and Students,

All middle school students will have a library/study every other Thursday. (Each student has received a schedule listing the dates their class is scheduled for library.) Therefore, any library book checked out will be kept for two weeks. Students may renew library books but, he/she **MUST** bring the book to the library to renew it. If the book is not with the student on his/her scheduled library day, it will be considered late and marked overdue. The student will receive an overdue mark for every scheduled library session the book is **not** returned. Once a student has had **THREE** overdue marks he/she will NOT be able to check out a book from our library for the remainder of the school year. *(If a student is absent, it will not be counted against him/her.)*

THEREFORE, PLEASE REMIND YOUR CHILD TO RETURN SCHOOL LIBRARY BOOKS ON TIME.