St. Serra Catholic School Library General Library Policies - Including Fees and Fines

Hours of Operation

The library is open Monday through Friday from 8:00 a.m. until 2:30 p.m.

Circulation Process

- Each student must sign a Library Code of Conduct prior to checking out any books. (A copy of which can be found on the St. Serra Library webpage.)
- Each borrower is personally responsible for the materials checked out in his/her name.
- Students in Grades TK-4 may check out one (1) book at a time.
- Students in Grades 5-8 may check out two (2) books at a time.
- The check out/circulation period is two (2) weeks.
- RENEWALS - Books can be automatically renewed once. Additional renewals will depend on whether or not there are holds pending for the current book.
- RENEWALS can be completed in the library by physically bringing in the book(s), via the online catalog (Destiny Quest) or the Destiny Quest Library APP. Verbal or phone renewal requests will not be given.
- Materials can be returned the following ways:
    1. In the Library Return Box provided in their classrooms. (Elementary Grades Only)
    2. During regular class visitation times.
    3. During school hours, with the use of a "Library Pass" provided by their Teachers.
    4. Before/After school, during recess or lunch, in the Library's "Book Drop" located in the corner of the Circulation Desk inside the Library.
- Additional Library materials may not be checked out if an individual has overdue books or outstanding fines. (Please see Library Fee Schedule for Overdue Notice Policies.)

Student Library Rules

- ALL books are the property of St. Junipero Serra Catholic School.
- NO food or drinks allowed in the library.
- NO running or climbing on shelves.
- Students are to respect the library time by coming in quickly, quietly and in a timely manner.
- ALL students are to use a shelf marker prior to taking a book off the shelves.
- Students must be responsible by listening, following directions, and participating positively.
- Any student who consistently abuses any of the rules set forth in this document may lose his/her privilege to check out books or use of the library for a period of time determined by Mrs. Supple, Library Coordinator.

Book Care

- It is important to handle all library materials with care, ensuring the existence of the items for many years to come.
- Keep books and library materials in a safe place and away from liquids and pets.
- Do not peel or remove any labels from books.
- Turn pages carefully, being aware not to tear pages. Always use a bookmarker.
- If a book is damaged, return it to the library for immediate mending. NEVER try to mend it at home.

Lost and Damaged Books

- Individuals will be charged the current replacement cost for a library bound book plus a processing fee for lost, severely damaged, and/or defacing of any library materials. (Please refer to the Library Fee Schedule.)
- Books will be considered lost after one (1) month of being overdue. Invoices for lost/damaged books will be generated through the FACTS payment system and notified by email. Do not peel or remove any labels from books.
- No Parent purchased books will be accepted as a replacement for lost/damaged library materials.
- If a lost book has been paid for and the book is found and returned within one (1) calendar week of billing, the billed amount will be refunded to the student.

Library Fee Schedule

Overdue Notice Policies

The Library check out circulation period for all students is two (2) weeks. Classroom visits to the Library are every 2 weeks unless there is a change in schedule. You may check the Class Library Schedule on our SJSC Library Website. If a book is not returned by its due date, an overdue notice will be generated and will be sent home via family's email address. Library materials may not be checked out if there are overdue books or outstanding fines. Follow up overdue notices will continue to generate weekly, including any current fines if applicable, until the book is returned. If, after a month from the original due date, the book is still not returned, it will be considered lost and a final notice with current fees/fines will be generated. Books returned after the Library closing date, will incur overdue fees of $0.25/day until the last day of school. After that date, a full replacement cost of the book will be billed to the students.

Fines/Fees

1. Lost books - A book is considered lost after 1 month of being overdue. The family will be charged with the current library bound replacement cost and a $5 processing fee. If a lost book has been paid for and the book is found and returned within one (1) calendar week of billing, the billed amount will be refunded to the student. No Parent purchased books will be accepted as a replacement for library materials.
2. Damaged books - A book is considered to be permanently damaged if it has been exposed to water, intentionally defaced, and/or damaged beyond repair. The family will be charged with the current library bound replacement cost and $5 processing fee.
3. Slightly damaged books - A book is considered to be slightly damaged if it has been torn and is repairable, accidentally marked on/or worn due to age and normal use. A fee will not be issued for a slightly damaged book.

1. *The above Library Policies and Procedures are regulated by the Administration of St. Junipero Serra Catholic School*