



## **ONSITE LIBRARY RULES**

Onsite students in First Grade may check out one book at a time. Books will be kept in the classroom and should not be taken home.

Onsite students in Second-Sixth Grade may check out up to two books at a time. Books may be taken home.

Books are considered overdue after two weeks and lost after three.

All checked out books must be returned by the last day of April so that we can begin our end of the year inventory.

Overdue fines are not charged to onsite students during the school year, but lost books that are not returned by the second week in May will be charged to family accounts. An email regarding lost books/charges will go out to families at the end of April/beginning of May.

Families that are moving and checking out of the school prior to the end of the school year will be immediately responsible for lost book charges. These charges will need to be settled as part of the student withdrawal process.

Overdue/Lost book slips will be given to students at the end of each month. Students will not be allowed to check out additional books once the two lost books limit has been reached until lost books are returned or paid for.

If you want to replace a lost or damaged book yourself, you are welcome to do so. The book must be the same title and be in at least GOOD, VERY GOOD, FINE, or EXCELLENT used condition. Please do not purchase books that are listed as being in Acceptable, Poor, or Fair condition. If the book was a hardback book, please replace it with a hardback edition.

Damaged books may be assessed a repair fee if damaged beyond normal wear and tear. Repair fees start at \$1.00 up to the replacement cost of the book.

We hold a Book Fair twice a year at the end of September and at the end of February and welcome volunteers at both events. We welcome book requests which will be added to our library wish list. We also welcome donations! We are excited to serve your family!

I have received and reviewed Canyon Grove Academy's Library Rules and agree to abide by them.