

LIBRARY

St. Martin School library, staffed by volunteers, is equipped with reference, fiction, biographical and subject area volumes. Our library also contains many of the books on the [Accelerated Reader List](#) (Updated August 2004). Students are encouraged to make full use of the library.

The [Annual Book Fairs](#) raise money to enable us to purchase new and exciting books for every grade level. Students are invited to donate a new book to the library on the occasion of their birthday. Notice of such donations will be published in the weekly bulletin.

Hours:

Time	Monday	Tuesday	Thursday
1-2pm	4th Grade		4th Grade
2-3pm	3rd Grade	5th Grade	7th Grade

The Library is also open after school on Thursdays until 5:30pm.

Rules:

1. Students who do not make appropriate use of their library time may be asked to leave.
2. CHECKOUT PERIOD: Books are checked out for a period of two weeks. They may be returned before the end of the two weeks. There are no renewals. A student must return a book for a minimum of one week before being allowed to check it out again.
3. A student may have NO MORE THAN TWO BOOKS in total checked out at any given time.
4. CHECKOUT PROCEDURE: The student should sign the checkout card in the book and give it and the book to the library aide to be date-stamped. The student's first name is sufficient unless two students in the class have the same first name - then the last initial should be added. The student also puts his/her grade number on the card. The signed card stays in the library.
5. ANY STUDENT WITH AN OVERDUE BOOK WILL LOOSE THE RIGHT TO COME TO THE LIBRARY until the overdue book is returned , paid for (minimum of \$5), or replaced. A book is overdue if it is not returned by the due date. A list of students with overdue books will be given to the teachers each week.

6. **OVERDUE NOTICES AND FINES:** An overdue notice will be sent home with the student if an overdue book is not returned within a week of the original due date. An overdue fine of \$.25 will be assessed when an overdue notice is issued. Additional \$.25 fines will be assessed for each week a book remains overdue.
7. **WAIVER OF OVERDUE PENALTIES:** If a student needs to keep a book longer than the two-week borrowing period in order to complete a class assignment, the student must have his/her teacher sign an Overdue Penalty Waiver form to avoid denial of library privileges and the assessment of fines.

Overdue penalties may be waived for an entire class if books are need for a long-term assignment. In this case, no Overdue Penalty Waiver forms are necessary.

8. **DAMAGED BOOKS:** If a book is damaged beyond normal wear and tear, the student will be asked to pay a fine, commensurate with the damage, not to exceed the replacement cost of the book. Students are reminded not to fold back a book's cover or break its spine by pressing the book open.
9. **LOST BOOKS:** If a book is lost, the student may pay its replacement cost (minimum of \$5) or provide a replacement copy of the book. If the book is subsequently found and returned, any payment made will be refunded, less an amount equal to an overdue fine of \$.25 per week.