



The Primary School Media Center is preparing for another year at CCS. This year the responsibilities in the library will be shared by Sydney Caughman, Amy Peacock, and Sue Hartwell. Please take a minute to review the policies and procedures listed below. Feel free to contact us via e-mail with any questions or concerns. Library hours will be posted outside of the library.

Check Out

- Kindergarten will visit the library once each week. Books are due 1 week from the date they are checked out.
- Students in grades 1-4 may check out one book at a time for AR and visit the library during open library time as needed. Books are due back 2 weeks from the date they are checked out. Students may check out an additional book if needed for special assignments.
- Grades 5-6 may check out a total of 3 books if needed for special assignments. Books for these students are due back in 2 weeks.

Fines for Overdue Books

- Students are charged 10¢ per day per book; weekends excluded. *Fines will only be waived in the event of absence due to illness as long as the book is returned the first day the student returns to school.*
- Fines continue to accrue until book is returned.
- Fines accrue over all breaks.
- Overdue and fine notices are emailed to parents weekly.
- Students are not permitted to checkout until all overdue books are returned and all fines are paid.

Lost or Damaged Books

- All books will be replaced by the Media Center Personnel. When a book is lost or damaged, the Media Center Personnel will issue an invoice to the student outlining the replacement cost plus shipping (if applicable). The minimum replacement cost is \$10.
- Books 4 weeks or more past due are declared “lost” and the appropriate replacement cost is billed to the student.

Repairs

- In the event that a book needs repair (torn page, loose binding), please **do not** attempt to repair it at home. ALL book repairs should be done by the Media Center staff using special book tape.
- Students need to bring any book needing repair to the Media Center immediately.
- Final report cards will be held until any outstanding library fines, overdue books and/or lost or damaged materials are paid.

Sydney Caughman, Music Teacher and Library
Amy Peacock, Art Teacher and Library
Sue Hartwell, Primary School Principal