

## **Elementary Library Checkout Policy**

### **Students**

- Pre-School through first grade may checkout one book.
- Second through fifth grades may checkout two books.  
Chronic over-dues will result in only one checkout.
- Checkout period is one week.
- Students with lost or damaged books will be assessed a fine.
- Fines must be paid before student checkout resumes.
- Report cards will be held until library fines are paid.

### **Teachers**

- May not checkout books for a student.
- Thirty five maximum checkouts.
- Responsible for all items checked out under their name.
- Check out period is two months.
- Some A/V items may be checked out for the school year.

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