



JUBILEE CHRISTIAN SCHOOL

Welcome to Jubilee Christian School's Library! Your student will be visiting the Library once a week. During this time, your student will be able to explore our growing book collection for grade appropriate books, check out a book, engage in story time, learn about authors, books, and much more! Listed below is the Library Policy that we would like for you to review with your student.

Students will not be allowed to check out books until signature portion is submitted.

Student Library Check Out Policy:

- ◇ Students may borrow one book at a time from the Jubilee School Library.
- ◇ The class will visit the Library once a week. The student may keep the book for one week. Each student is responsible for returning the book he/she borrowed.
- ◇ Students may recheck a book out if the book has not been reserved for another student.
- ◇ The student is responsible for taking care of the book that is borrowed and ensuring no damage is done to the book.
- ◇ If the book is **NOT** returned within one week, an overdue notice will be issued to the student and parent/guardian will be notified by e-mail.
- ◇ The student will not be allowed to borrow another book until the overdue book is returned.
- ◇ If the book is not returned to the library after two email notifications, the Parent/Guardian will be responsible for the cost of the book, charged to your Smart Tuition account.

Parents/Guardians we recommend that:

1. You develop a routine with your student to help them remember Library Day and bring their book to school.
2. The student should make a special place to keep their library book to help them remember it weekly (i.e., a basket, backpack,). We recommend always keeping their book in their school backpack.
3. Encourage your child to be responsible with their book and to read their library book!

Library Overdue or Lost Book Policy:

- ◇ If a book is overdue, damaged or lost; student check out privileges will be temporarily suspended.
- ◇ An overdue or damaged notice will be issued and the classroom teacher will be informed.
- ◇ No fines are assessed for overdue items.
- ◇ Lost or damaged books are to be paid for (cost of replacement book, charged to your Smart Tuition account) or replaced with a new copy of the book. Please inform the School Office and classroom teacher of any lost library books.
- ◇ Once a book is deemed lost or damaged, a notice will be sent home with the book title listed as well as the replacement cost. You can choose to replace the book with a new copy or the replacement fee can be paid. Payments will need to be paid to your Smart Tuition account.

Parent Volunteers

We are always seeking assistance with labeling and barcoding books for our Library! If you are interested in volunteering, please contact the school office to schedule a time. Any help will be greatly appreciated!

Kindergarten Check-Out Policy

Kindergarteners will be able to check a book out weekly; however, their books will remain in their classrooms in a designated book bin. No library books will be allowed to go home with kindergarten students.

