

# Snow Horse Library Disclosure



- **Library visits:** each class has an assigned time and will visit each week. Library visits allow for instruction, book recommendations and the exchange of books. To be prepared for library a student must show up with their library books or another source of reading material.
- **Open library:** there is time at the beginning of the school day to allow students, with their teacher's approval, to exchange books outside of their class's scheduled time.
- **Checkout Limits:**
  - Kindergarten: One book
  - 1st—6th: three books
- **Holds:** third –sixth grade students may place up to two books on hold. Fourth grade and higher will be taught how to access their account on-line for this procedure.
- **Overdue books:** books are checked out for two weeks. Students may renew books an indefinite number of times unless the title on hold. Once the book is delinquent, e-mail notices are sent. Students with late books will be allowed to continue to check-out books. After Spring Break, students with overdue books will not be allowed to check-out additional books. There are no fines for overdue books.
- **End of the Year:** All books are to be accounted for by the student's final visit to the library the second-to-last week of school. If a student has a missing book they will not be allowed to attend Field Day.
- **Lost or Damaged Books:** per district policy, payment is required if a student is responsible for the loss or damage of a book. The payment will be the trade cost of the book along with a two dollar processing fee. The school **will not** accept a copy of the lost book in exchange of payment. Payment should be made in the office with a check or exact change. If an online payment is easier please let the office know and the fine will be attached to the student's account. A refund will be issued if a lost book is found within 30 days of payment. If found after one month there is no refund.
- **Selection Policy:** the aim of the Snow Horse library is to have a current, engaging, relevant and diverse collection. When choosing books the first consideration is given to titles that have proved popular with our student body. Much attention is given to providing texts which will compliment curriculum. We strive to keep up-to-date informational materials as the budget allows, with an effort to provide information on a wide variety of topics relevant to the ages of our students. Parents are encouraged to take an active interest in their child's reading material. They should have discussions on what is, and is not, appropriate for their particular child. Our library serves a broad age range. Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a title does not work for a particular student they are encouraged to return it and find something that is a better fit.
- **Book care:** please ensure library books are well cared for while they are in your home. Keep them away from food, liquid, small children and pets. Store them in safe, clean locations.