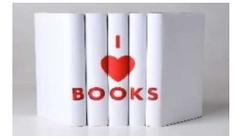




# Holbrook Elementary School

## Library Procedures



**Library visits:** Each class has an assigned time once a week to come to the library. Your teacher will let you know your library day so you can be sure to have your book(s) to return that day. The library time will include an instruction period, book recommendations and exchange of books. When the scheduled time is interrupted by a school holiday, field trip, assembly, etc. then it will not be made up, but teachers may arrange a time for book exchanges.

**Checkout limits:** Kindergarten-1<sup>st</sup> grade: one book  
2<sup>nd</sup>-6<sup>th</sup> grades: two books  
More books may be checked out for school projects with approval of Mrs. Bjerke

**Behavior in the library:** Every class begins with 5 cards on the table by the kiva. Each time the students are not obeying the library rules, a card will be turned over. A card will be turned back if students are observed following the rules. When a class has come to library 8 times (not consecutively) and ended class with all the cards face up, we will have a game day in the library. In a worst-case scenario if a class had all 5 cards turned over they would not be able to check out books that day.

**Open library time Monday-Friday 11:30-12:45:** Students are welcome in the library to play games, check out books, or read or pass off books. Students can also come to check out books during any recess.

**Book Holds:** If a book you want is already checked out you may put it on hold. This puts you on a list to get the book as soon as it's returned (according to your number on the hold list.) Each student is only allowed one hold at a time.

**Overdue books:** Books may be checked out for two weeks, but may be renewed for two weeks more if another student doesn't have it on hold (you must have the book with you to renew it.) Notices will be given to your teacher and your parents at the end of each term if books are overdue. You will not be able to check out books if you have an overdue book. No fines will be charged for overdue books unless the book is lost.

**Book care:** Please be careful to take proper care of library books. You should never eat or drink near books, and never bend or mark pages. Please keep them in a safe place away from pets or young children and return them timely.

**Lost or damaged books:** Tell Mrs. Bjerke if a book is damaged and she will try to repair it. If a book is lost or beyond repair you must pay for replacement. Average book cost is currently \$20. If you locate and return the book within one month of paying the fee then it will be refunded to you.

**Show your parents the books you bring home:** It's fun and important to talk to your parents about the books you are reading. Our library includes a wide range of materials which will appeal a lot of different ages so not every book in the library is a good fit for every student.

**Your book ideas:** You can write suggestions for new books for the library in a book on the checkout counter and Mrs. Bjerke will consider them following district guidelines.

**End of the year:** All books must be returned to the library at the time of your last class library visit during the 2<sup>nd</sup> to last week of school or student will not be allowed to participate in Field Day.

**Mrs. Bjerke is here to help you:** If you have questions or need suggestions for a book just ask Mrs. Bjerke. You can also get book ideas on the library homepage in the Resources tab under favorite fiction by grade.

**Mrs. Bjerke's contact information** e-mail: [abjerke@dscmail.net](mailto:abjerke@dscmail.net) phone: 801-402-1460

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