

West Point 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 end of the school day (3:15) to allow students, with their teacher's approval, to exchange books outside of their class's scheduled time.
- **Checkout limits:** Kindergarten: 1 book 1-2: 2 books 3-6: 3 books
- **Overdue books:** books are checked out for two weeks. Students may renew books an indefinite number of times unless the title is on hold. Once the book is delinquent, email notes 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.
- **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. If the material is found within 30 days from the payment date all monies will be reimbursed. If found after one month there is no refund. 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, credit card or exact change. Fines will be attached to the student's DSD account and payment can be made online.
- **Selection Policy:** the goal of the Wildcat library is to have a current, engaging, relevant and diverse collection which supports the curriculum and the recreational needs of students. As the budget allows, we strive to keep up-to-date informational materials 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 what is not appropriate for their particular child. Our library serves a broad age range. Parents and students need to know 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 that library books are well cared for while they are checked out to students. Keep them away from food, liquid, small children and pets. Store them in safe and clean locations.