

Library Policy and Procedures 2021-2022 User Agreement

We are happy to welcome the German Language School students back to the GISNY Library! To ensure that these resources are equitably available to all students, we ask that you please abide by the following procedures and policies, applicable to the Language School.

Monthly Library Hours

1st Wednesday: 4:30pm – 6:00pm
1st Saturday: 9:30am – 12:00pm

Contact the Librarians:
Marta Coulter & Carla Köser
library@gisny.org

Library Account & Visits

The library will be open one day each month for each session of the Language School. All students will receive a free library account, and each class will be given a designated time slot during class to visit the library. Please note that *only enrolled students* may have a library account. We regret that parents/caregivers and siblings are not able to visit the library at this time due to COVID precautions.

Our younger students (Classes Frau Kowalick, Frau Malinchoc and Frau Fugarino), will receive a bag labeled with student's name and class. We ask that the library materials be returned in the bag and be stored there when not being used. This helps us keep the books in good condition.

ONLINE STUDENTS may request books for curbside pick-up using the catalog reservation system. The books will be placed in a bag labeled with the student's name at the school's main entrance. The books will be available for pick-up and return on the first Wednesday of the month, 4:00pm-6:00pm, and the first Saturday of the month, 9:30am-12:00pm. If the student is unable to pick up the materials during these times, please contact the librarians to arrange an alternate time during the first week of the month.

Library Catalog

Families may browse the online catalog together and reserve books for the student to pick up during their designated class visit (subject to the 2-item limit). On the catalog website, we also

share links to electronic/digital German language resources. These links are updated regularly, so be sure to check frequently.

The library catalog and instructions on how to sign-in and place a reservation can be found here: <https://www.gisny.org/school-life/library>

Loan Policy

Check-out Limit: 2 items (any combination of books, DVDs, and audio CDs)
Loan Period: 2 weeks, with one 2-week renewal

Returns: Books should be returned to the designated library return cart at the front entrance or given to the teacher. For online students, books can be dropped off to the table at the school's main entrance during the monthly library hours.

Overdue & Lost/Damaged Materials

Students with overdue loans will not be allowed to check out new materials until the previously loaned items are returned.

Lost/damaged Items Fee: \$35 per item

Parents/guardians are responsible for the replacement costs of lost or damaged books. Such damage includes water/liquid damage, markings/drawings on the pages, torn/torn out pages, broken covers or spines and any other damage occurring while the book is checked out to the student. The replacement fee will be charged for all books that are damaged beyond repair.

If an overdue item or an unpaid Lost Fee is still outstanding at the start of the new school year, library loan privileges will be suspended until the fee has been settled or the books are returned.

Thank you for helping us keep the library materials in good condition for all students to enjoy. Please feel free to reach out to us with any questions or if you would like recommendations!

Please sign below to acknowledge and agree to the Library Policies and Procedures. Signed agreements should be returned to the Library via email at library@gisny.org

Student(s) Name(s): _____

Student / Parent/Guardian Signature

Date