

Eagle Bay Library Disclosure



- **Library Visits:** Each class has an assigned time to visit the library each week. Library visits allow for instruction, book recommendations and the exchange of books. To be prepared for library, students must come with their library books or another source of reading material each week.
- **Open Library:** There is time at the beginning of each school day to allow students, with their teacher's approval, to exchange books outside of their class's scheduled time.
- **Check Out Limits:**
 - Kindergarten – 1st: 1 book
 - 2nd Grade: 2 books
 - 3rd-6th Grades: 3 books
- **Holds:** Students in 3rd – 6th grade may place up to three books on hold at a time. They are taught how to access their Destiny Discover account online for this procedure. Books will be checked out to the student and put in the teacher's mailbox to give to the student or kept for them to be given at their next scheduled library visit. Books on hold will not be checked out to students with excessive overdue books or any fines.
- **Overdue Books:** Books are checked out for 2 weeks, however, students are encouraged to bring back their books each week and renew them if they have not finished. They may renew books an indefinite number of times unless the title is on hold for another student. Once the book is delinquent, email notices are sent to the student as well as the parents. Students with late or missing books will not be allowed to continue to check out until overdue materials are returned. After Spring break, students with overdue books will not be allowed to continue to check out books. There are no fines for overdue books. Books that are overdue for more than 30 days will be marked as lost and will need to be paid for.
- **End of the year:** All books are to be accounted for by the student's final visit during the second to last week of school. Any book not returned will be considered lost and a fine will be added to the student's account.
- **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 due will be the cost of the book at the time of acquisition, along with a \$2.00 processing fee. As per our district's policy, the school **will not** accept a copy of the lost book in exchange for payment. Payments can be made to the office with a check or exact change or online through myDsd. A refund will be issued if a lost book is found within 30 days of payment. If returned after 30 days, no refund will be issued.
- **Selection Policy:** The aim of the Eagle Bay Library is to have a current, engaging, relevant and diverse collection. When choosing books, first consideration is given to titles that have proved popular with our student body. Much attention is given to providing texts which will complement curriculum. As the budget allows, we strive to keep up-to-date informational materials 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 materials. They should have discussions about 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 for them.
- **Book Care:** Please ensure that 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 clean, safe locations.
- **Behavior:** Students are expected to exhibit appropriate library behavior during class and open library time. Appropriate behavior is continually discussed as well as posted in the library.