

## Library Policies and Procedures

We are happy to welcome the German Language School students 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 German 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

Students of the German Language School will automatically receive a free library account. Each class will visit the library with their classroom teachers on the first Wednesday or Saturday of the month. Students will be given a user ID and temporary password to use the online catalog on their first visit.

Our younger students (Grades 1 - 4), will receive a bag labeled with student's name and class. Please store library items in the bag when they are not being used and return library items in the bag. This helps us keep the books in good condition.

### 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 on the GISNY Library website ([LINK](#)). Please reach out to the librarians with any questions regarding catalog access.

## 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 Office or given to the teacher.

## 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:** \$35.00 per item

Parent(s)/legal guardian(s) are responsible for the replacement costs of lost or damaged books. Such damage includes water/liquid damage, markings or drawings on the pages, torn or missing pages, broken covers and any other damage occurring while the book is checked out to the student. The replacement fee will be charged for any items 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 reach out to us with any questions or if you would like recommendations. We are always happy to help!

Your Librarians,

*Marta Coulter & Carla Köser*