



# Welcome to the Woodland Elementary Library!

The Woodland Library is open for check out! Please review the details below, so that you are familiar with library policies and procedures.

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## **Check Out**

PreK students do not check out library books; however, they will attend a monthly story time starting in October.

Starting in late September, Kindergarten classes will have a special weekly checkout time with a special story time every two weeks. All classes will be accompanied by their teachers.

Students will be able to come to the library at any time on their designated check out day. See below for the designated check out schedule:

- Mondays – 2<sup>nd</sup> & 4<sup>th</sup>
- Tuesdays – 3<sup>rd</sup> & 5<sup>th</sup>
- Wednesdays – 2<sup>nd</sup> & 4<sup>th</sup>
- Thursdays – 3<sup>rd</sup> & 5<sup>th</sup>
- Fridays – 1<sup>st</sup> (Students can check out on Thursday if there is no school on Friday.)

First grade students can check out two books at a time. Second through Fifth grade students can check out two books and one magazine at a time.

## **Book Return / Cleaning Procedures**

Students can keep their library book(s) for up to two weeks. When students return their library book, the book is checked in and then sits in a quarantine bin for 24 hours. At the end of 24 hours, the books are removed, cleaned with disinfectant, and placed back on the shelves.

## **Book Care**

Students are expected to keep their book in decent condition. Books should be kept away from baby brothers and sisters (drool), dogs (bite marks), scissors, crayons, pens, water, liquids of any sort, mystery substances, stickers, and food.

Also, if you know you will be withdrawing your student, please check and make sure all library books have been returned. We lose approximately 100 books a year from students withdrawing and not returning library books. 😞

## **Overdue Notices**

Notices go out at least once a month for books that are 30+ days overdue and one week before report cards are sent home. You and your child can also check their library account by logging into Classlink, clicking on Destiny, and then clicking the "My Info" link at the top of the page.

*More information on the back of this paper...*

## **Fines, Paying Fines, & Report Cards**

All fines from previous years have been waived; however, if you still have a library book from a previous school year, please return it! We would love to have it back.

We do not charge fines for overdue books – that starts in Middle School. We do, however, charge fines for the following reasons:

- **Lost Book:** Total purchase price of the book not to exceed \$15 will be charged to the account.
- **Water/Liquid Damage:** Mold spores take only 48 hours to grow; therefore, all water/liquid damaged books will be removed from circulation. Total purchase price of the book not to exceed \$15 will be charged to the account.
- **Irreparable Damage:** Whole pages missing, multiple page tears, pictures cut out, pen drawings, food smushed in the pages, etc. Total purchase price of the book not to exceed \$15 will be charged to the account.

All fines can be paid using the Online School Payments portal located on the Woodland Elementary website, [www.fultonschools.org/woodlandes](http://www.fultonschools.org/woodlandes). We can no longer accept cash or check for any fines.

**Please note that all online payments require a \$2.00 processing fee, so your total will never exceed \$17.00.**

Unfortunately, we cannot accept replacements. I understand that what seems to be the same book can be found for less on Amazon, but all books are purchased from a specific vendor and have been library bound, reinforced, and pre-processed.

If you would like to discuss financial assistance options for a lost or damaged book, please email me, [porterj4@fultonschools.org](mailto:porterj4@fultonschools.org).

**If you would prefer that your child not check out books from the Woodland library, please let me know.**

## **The SSEF Free Mini Library**

We are fortunate to have a Free Mini Library that is continuously stocked by the volunteers of Sandy Springs Education Force. Children can take one or two books at a time from the free mini library that is in the media center. There is a sticker on the book that says, "This book is from the SSEF Free Mini Library and is yours to keep", so your child does not need to bring that book back to school.

## **Book Donations**

If you have any gently used children's books you would like to donate to the SSEF Free Mini Library, you can send them to the library at any point during the school year.

## **Connecting with the Library**

- **Email:** [porterj4@fultonschools.org](mailto:porterj4@fultonschools.org)
- **Website:** <https://tinyurl.com/WESLibSite>
- **Twitter:** @WoodlandES\_METI / #MagicInTheMC