



GERMAN LANGUAGE SCHOOL
AT GERMAN INTERNATIONAL SCHOOL NEW YORK

German Language School Library Information

GISNY Library is excited to welcome the German Language School for the 2023-24 school year! Each student automatically received a library account when they enrolled in the Language School. The following library policies are applicable to German Language School students.

Monthly Library Hours

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

Contact the Librarians:

Marta Coulter & Teresa Theil
library@gisny.org

Loan Policy

Check-out Limit: 2 items (any combination of books, DVDs, and audio CDs)
Loan Period: 4 weeks, with one 2-week renewal
Returns: Library items can be returned any day your child is at the Language School. Please return items to the designated library return cart at the front entrance or give the items to the teacher.
Reminders: Due date reminders will be emailed to parents the week before your child's monthly library visit.

Library Visits

The library will be open one day each month for each session of the Language School. Each class will be given a designated time slot during class to visit the library. Students in the adult class may visit the library before or after class. On days that the library is open for the Language School, parents are welcome to come to the library with their child before classes start (Wednesday 4:15-4:30 and Saturday 9:30 – 9:40) to browse our selection.

Please note: only students have borrowing privileges at the GISNY Library.

Our younger students (Grades 1 -4), will receive a bag labeled with the Library information. *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 & Holds

Families may browse the online catalog at any time: <https://www.gofollett.com/> (Search for “German International School New York”). Students will receive their library barcode number in class.

To access your child’s library account from the online catalog, you will need the User ID and password.

USER ID: S + 4-digit number (appears above barcode)

PASSWORD: written on back of library card

To reset your password, you may come to the library during the monthly hours.

Once logged into the catalog, students may check the due dates of their books, request due date extensions and place holds for new books. Students may only have two books at home at a time.

Overdue & Lost/Damaged Materials

Students with overdue loans will not be allowed to check out new materials until the previously loaned items are returned. Parents will receive an email notice when a book is damaged or considered lost.

Lost/damaged Items Fee: \$25 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.

Please reach out to the librarians with any questions regarding the library or borrowing process.

Sincerely,

Marta Coulter

Librarian