

General Information



When can I visit the library?

We are so glad you're here! The library is open on Monday through Friday from 7:45 am - 3:15 pm (3:15 pm would be the earliest the library would close).

Students and staff are welcome to check out materials at any time within the library media center's hours of operation. Students visiting the library media center outside of library media class are required to have a pass from their classroom teacher indicating his or her permission to visit the library media center. If Mrs. Smith is teaching a class and Mrs. Hill or Mrs. Lemley are busy, the student will be asked to return at a later time.

What books am I allowed to check out?

Kindergarten students can check out
ONE book for up to 2 weeks.

Students in 1st – 5th grade can check
out **TWO** books for up to 2 weeks.

Students can check out books from
the following sections:

- Everybody (Picture Books)
- Nonfiction
- Fiction
- Junior Fiction

How can I see what's available in the library?

On our website, there is a page titled "Search Our Catalog". On this page will be a search bar that links you to our online library catalog, Destiny.

In the search bar, type in either the book title, author's name, keyword, or subject in order to retrieve the most accurate results. An image of the book cover will appear beside the title. If the book is currently checked in, it will say 1 of ___ available on the right-hand side.

Overdue Book Policy

Students can keep their books for up to 2 weeks at a time.

After two weeks, their book becomes overdue.

A student cannot check out a new book in its place until the overdue book is returned.

If a student in 1st- 5th grade checked out two books, and only one book is overdue, he/she can still check out one new book.

Kindergarten students with an overdue book cannot check out a new book until their overdue book is returned.

If the student is in the middle of reading the book and needs to renew, he/she can come see Mrs. Smith with the book and ask for an extension.

Oh no! What if I lost my library book?

If a library book is lost or damaged, payment will need to be made to cover the cost of replacing the book.

Hardbacks cost \$10 to replace, and paperback books cost \$5.

Mrs. Smith will send home a picture of the student's library account that gives information about the lost/damaged book including the title, cost, and picture of the cover.

Payment is due before the student can check out an additional book.

Repairing a Book

Library books are well-loved, and it's understandable if they need some repairs here and there! Repairs are made when a book is damaged outside of the reader's control and does not affect the entire book. Books that are repaired can be placed back on the shelf for other readers to enjoy.

Please see Mrs. Smith if a book needs to be repaired!

Mrs. Smith goes over proper library book care at the beginning of the year during Enrichment. Students are given the responsibility of meeting these expectations.

How does Mrs. Smith choose books for the library collection?

Mrs. Smith's goal is to fill the shelves with a wide variety of age-appropriate, interesting, and engaging books for students. A priority for collection development is making sure that the library collection is a great representation of our community, and that the reading interests of all students are met.

Students can suggest books to add to the library collection through a suggestion box. All North Carolina Children's Book Award nominee books are purchased as well as other award winning titles. Most new books are acquired from our two Scholastic Book Fairs throughout the year. All Battle of the Books titles are purchased as well.

Can I donate a book to the library?

Thank you so much for your interest in adding books to our collection! Donated books are much appreciated. Please understand that in an effort to maintain the best and most updated collection for our students, we have guidelines when considering donated materials to our library.

If a donated book is not added to our collection, it will be offered to teachers for use in their classroom libraries if the book is of high literary merit.

The title must be in great condition, promote the development of reading skills, portray people of different cultures and nationalities in a positive light, and is appropriate for the users of our elementary school library.



**HAPPY READING!
WE CANNOT WAIT
TO SEE YOU IN
THE LIBRARY!**

