



## **Alderwood Elementary School**

### **Library & Media Center**

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### **Library Policies**

#### **Checkout**

- **TK, Kindergarten and 1<sup>st</sup> grade** may check out **one (1)** book per week.
- **2<sup>nd</sup> through 6<sup>th</sup> grade** may check out up to **two (2)** books per week.
- With special permission from their teacher, 4<sup>th</sup> through 6<sup>th</sup> grades may check out an additional one (1) book for research or report purposes.
- Students may only check out books during their designated library time.

#### **Renewals**

- Books may be renewed by bringing them to the library.
- Book may only be renewed a total of 2 times.
- Books may NOT be renewed if a hold has been placed on the book by another student.

#### **Overdue Books**

- Students with late or overdue books will NOT be allowed to continue to check out until the books are returned. This includes books that were not returned from last year.
- An email notification auto-generated through the District will be sent whenever books are overdue.

#### **Lost or Damaged Books**

- Books that are 4 weeks overdue are considered “lost” and fines will be assessed.
- Books with irreparable damage not consistent with normal wear and tear are subject to replacement fees. *Please do not repair any damage. Notify the library.*
- Books are NOT accepted in lieu of paying a fine. The fine amount includes processing fees which include library binding, barcoding and labeling by our vendor. Borrowing privileges, access to grades and registration may be withheld until fines are collected.
- Payment can be made with cash (exact amount please) or with a check payable to Alderwood Elementary. Please give payments directly to Mrs. Wong or the front office.