

HOPE Library Policies

Grades 1st – 8th

Heritage Oak students in first through eighth grade will attend a Library orientation with either their classroom teacher or English teacher, depending on the grade. If a student is absent during the class orientation he or she needs to make arrangements with the Librarian for this orientation. During this orientation the rules listed below are discussed and questions are answered.

- 1. Appropriate behavior in the library is required!** This is a place to work and speak quietly. Inappropriate behavior will result in disciplinary action (consequences). Students who continually exhibit inappropriate behavior will lose library privileges until they can show proper behavior.
- 2. Any food, drink or gum is absolutely not allowed.** This rule is necessary to protect the materials available for all students, parents and staff to use.
- 3. Removal of any books or materials from the library without checking them out properly is not allowed!** Doing so will result in automatic loss of library privileges for one quarter.
- 4. Do not enter the Library without the presence of the Librarian or a parent volunteer.** Please respect the Library hours and do not enter the Library when the sign at the door says it is closed.
- 5. Check-outs- Students in 1st - 5th grade may check out 2 (two) books for a 2-week period of time. Middle School students may check out 3 (three) books for the same period of time. The due date is 2 weeks from the date the book was checked-out and it is stamped on the pocket of each book as a reminder.** There is a one-week grace period to return the book. If they are not returned by the following week after the original due date, a late fee is charged. Books should be returned to the Library during open hours. This can be done anytime prior or at the due date. It is recommended that students write the due date in their planner as a reminder.
- 6. Overdue books** - A fine of 10 cents per day per book will be charged for overdue books. The fine is not to exceed the total replacement cost of the book.
 - **One week overdue** – If a book is one week overdue a verbal notice will be given to the child and teacher.
 - **Two weeks overdue** – A notice will be sent home with the title, the due date and replacement cost of the book if it is lost.
 - **Three weeks overdue** – A second notice will be sent home with the title, the due date and replacement cost of the book if it is lost.
 - **Four weeks overdue** – At this point Mrs. Cygan will be notified and a notice will be sent home with the title, the due date and the replacement cost of the book if it is lost.

7. **Lost or damaged materials will result in a “replacement cost” fee being charged to the responsible party. This is the cost of the book plus a \$3 processing fee. This refers to magazines, books, videos, etc.**
8. **Students with overdue, lost or damaged books or unpaid fines will NOT be allowed to check out additional books until the situation is resolved.** If an overdue book is returned and the fine is not paid, a notice will go home with the amount due. Overdue book fines are used to purchase additional materials for the library.
9. **Renewals - Most materials may be renewed twice.** The student must come into the library to renew a book. For special reports with a limited number of books available, students may be permitted to only check out one book rather than two on that subject. These books may not be renewable after the original 2-week checkout if needed by another student. If another student needs the same book it is the responsibility of the first one to photocopy necessary information so the next student may have it. If a student needs a book for a longer period of time and no one else is waiting for it, arrangements will be made for a third renewal.
10. **Reference materials may not be removed from the library.** Because of the cost and/or availability of these materials, they may only be used during regular library hours. If there is a reason why a student, teacher or parent needs a reference book for a short period of time, a short-term loan of two hours or overnight will be arranged. Teachers are encouraged to send students who are working on projects that require reference materials to the library to work on them.
11. **Magazines are to be used in the library only. They may not be removed at any time by anyone for any purpose.** They will be available for use during library hours. Copies of articles for curriculum purposes may be photocopied for reports. We strongly encourage students to read an article and take notes in their own words.
12. **Proper care of the books is expected:** use bookmarks (no “dog ears”); turn pages carefully, protect from weather, handle with clean hands, keep it away from babies and pets, never color or write on it and notify the Librarian of any damages.
13. **The step stools are to be used by one student at a time.**
14. **Use shelf markers when making your book selection and never return a book to the shelf if not sure where it belongs. Place it in the appropriate bin or cart.**
15. **Agreement to this policy by both student and parent is a prerequisite for library privileges.** Return the attached form to your student’s teacher. Signing this form means that both the student and parent have read and understand these policies and agree to abide by them. **Students may not check out books until this form is returned.**

Questions? Please contact our Librarian, Mrs. Kimmel at (714) 524-1350 ext. 406. She will be happy to answer any questions or concerns you may have.

Heritage Oak Library Policy Agreement

We have read and understand the policies for the school library and agree to abide by them.

Student's Name (please print): _____

Teacher/ House: _____ Grade _____

Parent Name (please print): _____

Address (please print): _____

Daytime Phone Number: _____

Email address: _____

* If no e-mail address is available, please indicate the best way to contact you

(Student Signature)

(Parent Signature)