



HERITAGE OAK *Private Education*

HOPE Library Policies Grades PK – 8th

Heritage Oak students in Pre-Kindergarten through fifth grade visit the library weekly and attend a library orientation with their classroom teacher during their first library visit of the school year. During this orientation, the rules listed below are discussed and questions are answered.

1. **Respect students and adults and have appropriate behavior in the library.**

This is a place to work and speak quietly, so we always use our indoor voices. No running, only one student at a time using the library stool and no climbing on shelves, chairs or tables. Always tuck in any chairs used and return any books to the carts. Inappropriate behavior will result in disciplinary action, and students who continually exhibit inappropriate behavior will lose library privileges until they can show proper behavior.

2. **Handle all books with care.**

- Folding the page at the top corner to mark one's place damages the page ("dog ears"). Turn pages carefully and always use bookmarks. Don't place open books down to mark the page, it breaks the spine of the book.
- Always handle books with clean hands and keep it away from any drinks and food. Don't bring books to the dining table or restaurants.
- Keep it away from babies, toddlers and pets that can damage books.
- Never color or write on library books. Also please do not remove stickers, toys, etc.
- Notify the librarian of any damages. If you have an accident with your book please do not tape or glue the pages. Return the book quickly, to your librarian and show the damage. She will make the necessary repairs.
- Establish a safe place in your home for you to keep your library books, so they will not get misplaced or mixed with your own books.

3. **Use shelf markers when making your book selection and never return a book to the shelf if you are not sure where it belongs, place it in the appropriate cart. Books to be returned go in the return basket at the desk.**

4. **Food, drinks and gum are not permitted inside the library.** This rule is necessary to protect the materials available for all students, parents, and staff to use. The only exception is water in a closed container.

5. **Removal of any books or materials from the library without properly checking them out is not permitted.** Doing so will result in automatic loss of library privileges for a period to be determined.

6. **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. Library hours are 8:30 am to 3:30 pm with a lunch break of 30 min (normally 12:00-12:30 pm). Students can visit the library at any time during the library hours as long there is not a class inside.

7. **Return your books on time and in good condition.** Once a book is taken out of the library, it is the responsibility of the student to know where it is at all times. It is the student's responsibility to care for and return the book on time.

8. **Check-out rules:**

Grade	Number of Books	Check-out Period
PK	1 book	3 weeks
K-5 th and MS	3 books	3 weeks
Parents	6 books	3 weeks

The due date is stamped on the pocket of each book as a reminder. Special events during the year can increase or decrease the checkout period (holidays, trips, sickness, book fair, testing, end of the school year, etc.). Please consult the Librarian for any special arrangements. Books returned prior to the due date will allow room to check out new books. It is recommended that students write the due date in their school planner as a reminder.

- 9. Overdue books** – The library assesses a fine (**\$0.20 per book per day late**) to the record of any borrower who fails to return library materials by their due date. There is no grace period to return a book. Fines will continue to accumulate daily on all overdue items until the item is renewed, returned, or is declared lost by either the borrower or the librarian. If an overdue item is successfully renewed, borrowers are responsible for the payment of any fines that accumulate while the item was overdue. The overdue fine is not to exceed the total replacement cost of the book. Fines can be paid at the Library in cash or check (written to Heritage Oak), so the proper record can be updated. Overdue fines are used to purchase materials for the library. If students have overdue books, an overdue notice will be sent home with the student during their visit to the library. More notices will be sent until the book is returned or the fine is paid. If the book is not returned, after 2 months it will be considered lost.
- 10. Lost books** - Borrowers are responsible for the replacement cost of library materials that are declared lost or damaged beyond repair. The replacement cost is the cost of the book (indicated in the library database from when it was purchased, not current price) plus an additional **\$3.00 processing fee** (to account for the cost of cataloging, pocket, tape, taxes and shipping). The library does not accept replacement of the actual item. If a replacement is accepted, processing fees still need to be paid. Once the Library receives payment for a lost item, the item becomes the property of the patron. The Library cannot accept the return of or provide refunds or credits for lost materials if they are found after payment of replacement charges has been made. Water bottles in backpacks are the most common way that library books are damaged. Put your water bottle in a separate section of the backpack or in a sealed bag.
- 11. Students with overdue, lost, damaged books or unpaid fines will NOT be allowed to check out any 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. **If there are any books check out or unpaid fines due to the library at the last day that the library is open for the school year, the student will not receive their yearbook until the situation is resolved.**
- 12. Renewals - Most materials may be renewed unless it is a new popular release (Librarian's choice).** The student must come to the library to renew a book or renew it online. If they do not have the book, they can still renew the book but they will have to make a note of the new due date, since the new due date cannot be stamped. For special class reports with a limited number of books available, students may be permitted to only check out one book rather than two on that same subject. These books may not be renewable after the original 3-week checkout period if needed by another student.
- 13. 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, arrangements can be made.
- 14. UG (upper grade) AR books are to be checked out by 7th and 8th grades only.** While a much younger student may have the skills for reading at this level, there are several reasons to limit their access to certain chapter books. The content and maturity level may not be appropriate for the younger student and it is not based on the reading level (vocabulary).
- 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.



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Heritage Oak Library Policy Agreement

- We have read and understand the policies for the school library.
- We discussed how to take good care of library books.
- We will work together to learn to be responsible for library books.
- Here is my contact information so that the librarian can notify me should there be any issues.

Student's Name (please print): _____

Teacher/ House: _____ Grade _____

Parent or Guardian Name (please print): _____

Daytime Phone Number (best number to be reached): _____

Email address: _____

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

(Student Signature/ Date)

(Parent or Guardian Signature/ Date)

YOUR SIGNATURE SIGNIFIES THE ACCEPTANCE OF THE LIBRARY POLICIES AND DEEMS THAT YOU ACCEPT RESPONSIBILITY FOR THE RULES AND REGULATIONS ABOVE. THIS AGREEMENT IS VALID DURING YOUR CHILD'S ENROLLMENT AT HERITAGE OAK'S SCHOOL.