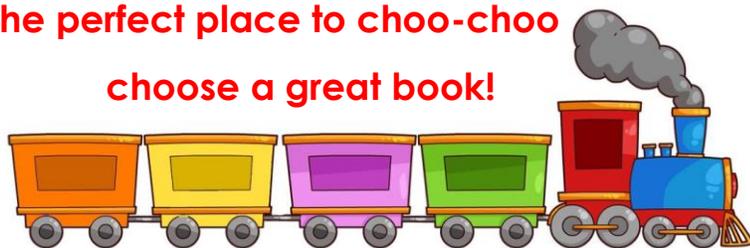


# Welcome to Collegedale Academy Library

the perfect place to choo-choo

choose a great book!



Dear Parents,

My name is Kasi Schreder, and I am thrilled to serve your children as his/her librarian! I look forward to helping your children become critical thinkers, enthusiastic readers, and skillful researchers.

This year I will be visiting your child's classroom once a week at which time we will learn the how to of a library with a slight twist. I plan to still incorporate the skills we use in the library and how we use library resources so when we can return the students can use this knowledge accordingly. I want every student to develop an appreciation for literature, and become excited about reading. This year students will be checking out books from a cart I will bring to the classroom. Once a book is returned it will be properly cleaned and out of circulation for a week before returning to shelves.

The following is a brief overview of our library policies:

## **How many books can my child check out?**

**Early Childhood** will have one book checked out to the teacher that they can enjoy throughout the week in their class library.

**Kindergarten & 1<sup>st</sup> graders** may check out one book at a time.

**2<sup>nd</sup> – 5<sup>th</sup> graders** may check out two books at one time.

**Book Check-In/Out Procedures** – All books are checked-in/out by the librarian. Books may be returned via the book slot in the library or the drop box located in the hallway across from the library entrance. Kindergarten, 1<sup>st</sup>, & 2<sup>nd</sup> grades have special library boxes in their classrooms that will be checked and collected on the days the library is open.

**Past Due Books** – Books are due back two weeks from the check-out date. Students will not be permitted to check out new books if they have any overdue books. Books may be subject to a \$0.10 daily fine for being past due.

**Damaged Books** – A book that is returned damaged may be subject to a repair fee. If the book is damaged beyond repair, the full price of the

book, plus a \$2.00 processing fee will be charged to the student. Please DO NOT replace the book. It may not be the same binding or quality. If a book is given as a replacement, there may still be additional charges for processing and/or quality differences.

**Lost and Missing Books – *Students are responsible for all materials checked out from the library.*** A book that is missing will be considered lost if it has not been returned within one month of the due date. If the student claims he/she has returned the missing book, but computer records show it is still in that student's name, a library search will be made. If the book is not found, the student is responsible and will be charged the price of the book. This fee may be paid to the library, or it may be charged to the student's account. If the book is returned in good condition within two months of being declared lost, ½ the cost of the book will be refunded. After two months, there will be no refund.

**Payments –** Any charges may be paid in person to the librarian, CA's front office, or to the business office. Charges sent to the business office will have a \$2.00 processing fee added.

**End-of-Year Charges –** A final due date for books will be set approximately two weeks from the close of the school year. A fine of \$0.50 a day will be charged for any books turned in after that date. If a book is not returned by the last day of school, the accumulated fines plus the cost of the book will be sent to the business office to be charged to the student's account.

Please encourage your child to enjoy and take care of our library materials and return them for more. Also, please enjoy the library books WITH your children! Remember, studies have shown that reading helps establish a solid foundation for success in school.

If you have any questions, feel free to contact me. I look forward to reading to all your children this year!

Happy Reading!

Mrs. Kasi Schreader