

Library News

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Library Time

All students visit the library on a weekly schedule to checkout and return books. Kindergartens through fifth graders have a scheduled book checkout each week with the library aide and classroom teacher.

Borrowing Policy



Kindergarten students check out ONE book each visit and must return the book to get another book on their next visit.

First through fifth graders may borrow TWO books per visit. More may be permitted by teacher request for assignments.

Overdue Books All books circulate for TWO weeks before they are considered overdue. However the circulation limit still applies. Books can be renewed unless there is a hold placed by another student.



Replacement cost for lost or damaged books must be paid. We prefer to wait until two months have passed from the checkout date before collecting money for LOST books as they are USUALLY found. We will expect payment at the close of the school year even if a book has been recently lost. If a book is damaged so that it cannot be circulated, we would like the payment as soon as possible. We do not charge fines for overdue books.

Library/Media Resources

You can access all the Highland Elementary Libraries through the district website at:

www.highlandschools.org

Click on the individual building.

The link is in the list on the lower right for the library catalog.

INFOHIO RESOURCES

www.infohio.org

User Name -learn Password - INFOhio

BOOK FAIR

The library presents a Scholastic Book Fair each year to benefit library programs. The Hinckley & Granger Elementary book fairs are during the fall conference weeks. The Sharon Elementary book fair is scheduled in May.

VOLUNTEERS

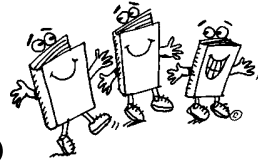
We appreciate help from volunteers in our libraries. If you are able to spend at least $\frac{1}{2}$ day twice a month or more contact your school library.

We also need many volunteers for our book fairs.

We look forward to meeting you!



Birthday Book Club



Students and parents may give a special birthday book treat to the school library to celebrate a student's birthday. The birthday child selects a book from our special collection and donates the discounted cost that averages from \$8.00 to \$14.00. Donations of new hardcover books selected from outside of school may also be donated but may be subject to approval. Occasions other than birthdays may also be considered for donations. A bookplate with the name and birthday is placed in the front of the book to let all who read it know that it is a very special book. The donation is published in the school newsletter, the student's name is placed on the Birthday Book Board in the library, a special birthday book sticker is placed on the student's library card, and the student has their birthday book checked out to them for two weeks in addition to their regular check outs. This can be a rewarding way to share a birthday at school! Please return the form below to your school library if you are interested in donating a book to the library on the occasion of a birthday. Students in the Birthday Book Club will be reminded when it is time to select and pay for their birthday book.

YES! I am interested in participating in the Birthday Book Club!

My name is _____

My birthday is _____

My teacher is _____

Parent Signature _____