

Frequently Asked Questions

How many books may I check out?

Kindergarten-1 book
First Grade - 2 books
Second Grade- 3 books
Third Grade- 4 books
Fourth Grade- 5 books

Number of books at each grade level may change during the school year depending on the interests and activities of the individual children and classrooms.

How should I take care of the books I have checked out of the library?

Make sure your hands are clean before reading a book.
Keep food and drinks away from books.
Turn the page from the top corner.
Never write, scribble, or cut the pages of a library book.
Mark your place in a book with a bookmark. Don't fold the pages of a book. Don't lay books facedown.
Carry your books in your backpack or bag.
Keep your books in a safe place at home where little brothers, sisters, or pets cannot touch them.
Never bend the cover of a book backwards.

When are my books due?

Books are checked out for two weeks. Most classes are scheduled to come to the library every four days. Books may be renewed if they are not on hold.

How often may I come to the library?

Students may come to the library with their teachers' permission anytime during the day to check out or to return books, to use reference materials, to do research, or to read or work quietly.

Most classes are scheduled to come to the library every four days. Kindergarten and some first grader classes have a scheduled time to come to the library every day to exchange books. They must bring back books to get more books.

What do I do if I damage a book?

Please try to take good care of your library books. Sometimes accidents happen. If your library book becomes damaged in some way, please do not try to fix the book yourself. Bring it to the library to be repaired. Torn or loose pages or covers can usually be fixed by the library staff.

Sometimes, a book is so badly damaged that you must pay the replacement price so that the library can buy a new copy of the book. Be sure to tell a library staff member right away if a book is damaged.

What do I do if I think that I have lost a book?

If you cannot find the book that you checked out, follow these steps:

1. Check in the place where you last saw the book.
2. Check in these common places where books have been found:
 - on a bookcase at home (look for the spine label)
 - in a backpack (check your old backpack, too)
 - under the bed
 - in your closet
 - in your brother or sister's room
 - in the dog's bed
 - behind the sofa or under the chair cushions
 - in the laundry room
 - in the car
 - at your babysitter's house, grandparents' house or day care center
3. If you still cannot find the book, ask the librarian or assistants to see if the book has been returned by someone else or if it found its way back to the shelf without getting checked in.
4. If you still do not find the book, you and your parents or guardians must sign the overdue letter saying that you will pay for the book if it is not found by the end of the school year. Return the letter to the library but keep looking, your book will probably turn up!