



St. Nicholas School Library

Borrowing Policies and Procedures

The library at **St. Nicholas** is designed to serve both the project needs of our students and their reading for pleasure. We encourage students to make full use of the library's resources.



Book Exchange and Loan Policies

All classes at St. Nicholas have at least one scheduled library/computer period per week. Younger grades may borrow one book per week and older grades may borrow two items per week. Students working on projects may get permission from the Library Technician to borrow more than two resources.

All books are due back within one week. Students, who need more time, may renew their library books.



Book Care

Because many students use our library, it is important that proper care be taken of the library's books. Students are encouraged to follow proper book care rules, including:

- using bookmarks;
- designating a "safe place" for library books at home out of reach of younger siblings and pets; and
- ensuring that they don't eat or drink near library books.

It is also important that books be returned to the library within the designated loan period. Promptly returning books, ensures as many students as possible have access to the resources. Prompt return of books also minimizes the chance of books being misplaced or lost.

Library materials, which are lost or damaged, must be paid for or replaced to the satisfaction of library staff following Board policy APO 022. According to section 8.7 of this policy, students and teachers are responsible for paying for lost or damaged library materials. Parents are responsible for paying for materials lost or damaged by their child. The borrowing privileges of library patrons with outstanding over dues or charges are subject to restrictions until the account is cleared.

Taking Good Care of Library Books



1. Keep books away from pets!



2. No EATING While READING!



3. Protect your books from bad Weather!



4. Be sure your hands are clean!



5. Keep books away from babies and little kids!



6. Turn the pages from the top right corner!



7. Never lay your book face down. Always use a bookmark to keep your place!



8. Don't mix your school books with your books at home!



9. Never colour or mark in a book!



10. Don't take your book out of your backpack on the school bus!



11. Remember your library day and bring your books back on time!



12. Store your books in your backpack when you're finished reading them!