

Allendale Library Policies



Dear Parents,

We are so excited to see your kids check out some great books! Mark your calendars for our fall Book Fair September 20-September 27.

1. Book Care:

- a. Please make sure students have a safe place to keep their book while they are at home.
- b. Please keep all water bottles away from the books. The books are ruined when the pages get wet.
- c. Please keep all library books away from pets & young siblings. 😊
- d. Please read the books with your child! Or, ask them what the book is about and if they liked it.
- e. Students need to bring their library books to school on their library day.

2. Book Check Out

- a. K and 1st will be allowed to check out three books. The three books will be one reading practice book, a free choice fiction book, and a free choice nonfiction book.
- b. 2nd and 3rd will be allowed to check out four books. The four books will be one reading practice book (also called Accelerated Reader book), one fiction book, one nonfiction, and one picture book.
- c. 4th and 5th be allowed to check out five books. The five books will be a reading practice book (also called Accelerated Reader book), one chapter book, one nonfiction book, one biography, and one picture book.)
- d. Students may also come to the library during the day with a library pass from their teacher. As soon as they finish all their books, encourage them to get new ones!

3. Book Return

- a. Library books are due in two weeks, or the next time their class comes to the library during their rotations. They may renew a book only one time.
- b. If the student has any overdue books, they will not be allowed to check out any books until all books have been returned or renewed. We will send overdue notices by email.

4. Lost/Damaged Books

- a. At the end of every grading period, We will send home a notice for lost books. The student will not be allowed to check out any books until the lost one has been found. If a book has not been returned or renewed in 4 weeks, we will assume it is lost.
- b. If a book remains lost or is damaged, the school will ask that you pay to replace the book.
- c. At the end of the school year, you will be asked to pay all library fines before receiving the final report card. Students will only be fined for lost/damaged books, not overdue ones. Please know that these books are library bound books that cost more than typical hardcover books. They are built to withstand lots of users.

Please contact us with any questions!

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