

Northshore Christian Academy

A Ministry of Northshore Christian Church ~ www.northshorechristianschools.org

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Library Circulation Policy

Checking Out Materials

- Books may be checked out for two weeks at a time. They may be renewed after that if another student does not have the item on "hold".
- Magazines may be checked out for two weeks at a time.
- Reference materials are to be used by students in the library. Teachers may borrow reference materials for use in the classroom when necessary.
- Teachers may check out unlimited numbers of materials as long as needed. Items should be returned after use so that others may use them.

Holds

Through Follett Destiny, any circulating book may be placed on "hold" which creates a waiting list for the item. When the item is returned, the librarian will notify the next student on the waiting list.

Returning Materials

Items need to be returned or renewed by the due date. Items can be returned to the checkout desk slot in the library.

Overdue Items

- Monthly - Overdue notices will be emailed
- End of Quarter - Overdue notices will be emailed and printed and sent home in Thursday folders (elementary) or with student (middle school - homeroom).
- Students are responsible for any notices they receive. If a student believes they have received a notice in error, it is the student's responsibility to ask the librarian about it.

Overdue Fees and Damaged or Lost Items

- There are no overdue fees during the school year. If a student cannot check out any more books due to lost items on their account, a parent may pay the replacement fee. If the book is found after the fee is paid and before the end of the school year, a refund may be given.
- Damaged or lost items are assessed at the price for a new replacement.

- At the end of the school year, on the Tuesday after the last day of school, remaining lost or overdue items are assessed to the family tuition bill with an additional, nonrefundable \$5 processing fee per item.

Library Hours, Check out, and Class Library Times

- The library is open 8:10 AM–3:45 PM, Monday–Thursday and Fridays, 8:30 AM – 3:45 PM.
- Students may come in the library before or after school with a parent.
- All grades, K-8th grade, have a regular weekly library time. This is the preferred time for checking out books, research, and taking AR tests. (7th & 8th grades are determined by English teacher preference.)
- The classroom teacher or a parent volunteer should stay with the class during the class library time to help answer questions, monitor students, and guide students in book selections.
- Students may come to the library for checking out books, research, or taking AR tests during open library times. Students should not come when another class is in the library for their weekly library time. Teachers should refer to the master library schedule.
- Kindergarten students may check out 1 book at a time
- Grade 1-8 students may check out up to 3 books at a time.

Library Computers

The library computers are to be used for the following purposes only:

- Taking AR tests
- Using Destiny to find a book or check personal library account

The NCA Acceptable Use Policy also applies to the use of the library computers. If a student misuses the library computers, he/she will lose the privilege to use the library computers for a determined amount of time.

Library Rules for Student Conduct

- Use a quiet voice so as to not disturb others who may be reading or researching
- Walk, don't run
- Take care of all library materials and books
- Keep hands, feet, and objects to self
- Leave food and drink outside of the library
- Listen and follow directions from all library staff
- Check out materials you want to borrow
- Return all library materials when they are due
- If a student continues to misbehave after receiving a reminder, the student may be asked to return to class and the teacher notified.