

# **École Our Lady of the Rosary School**

## **Library Learning Commons (LLC) Policies**

Dear Parents/Guardians,

### ***Welcome!***

Below is some information regarding Book Care and Library Policies and Procedures. Feel free to contact Mrs. O’Gorman or Mrs. Spotter, our school Librarians, if you have any questions or concerns. Also, please feel free to visit our Library Learning Commons (LLC). We welcome guest readers, volunteers, if needed, and appropriate book donations.

### **1. Book Care**

- a. Students should have a safe place to keep their book bag containing their books while they are at home.
- b. Students’ hands should be clean when they read their book, pages should be turned from the top right corner and food or drink should not be close to books.
- c. Reading books with your child and talking with them about the story and the pictures provides quality time and models great literacy skills.
- d. Any books that are returned and cannot be shelved due to damage such as water, etc, will be the parent’s/guardian’s responsibility to reimburse the cost of the book as well as any lost books on a student’s library account. Please note, once a fine is paid, it cannot be reimbursed.

### **2. Book Check Out**

- a. Students will check books out of the LLC during their scheduled class time or times. If a student forgets his/her books they are able to do an exchange the following day if they inform their teacher they have brought their books.

### **3. Book Return**

- a. Library books are due back the following week (1 week loan period) on the day of their library/home reading class. Students will generally not be allowed to check out additional books if they have overdue book(s).
- b. At library time, a printout will go home with the student if they have overdue books. Please help your child in searching for their books and return them to the next library or home reading class time.

*There are many little ways to enlarge your child’s world. Love of books is the best of all*  
*-Jacqueline Kennedy Onassis*

