

## Library Checkout

Use of the school library is a privilege. To check out books from the library, scholar must have parents' permission.

### RESPONSIBILITY

Material checked out is the responsibility of the scholar. Fines or fees will be assessed for lost or misplaced items, and to replace or repair damaged items. Parents/guardians are responsible for items, fines and fees on their scholar's library account.

### BORROWING

Scholars may check out 1 book at a time for 2 weeks (14 days.)

**All books must be returned to the secured book returns.** One is located in the Archway atrium. The other is located in the school library.

### RENEWING

Items may be renewed 1 time. Maximum duration a book may be checked out is 4 weeks (28 days.)

### FINES & FEES

#### Overdue:

There are NO Overdue Fees assessed but a scholar's account will be suspended until the book is returned. No items may be checked out when an account is suspended. If 28 days from original checkout date has passed, the item will be considered lost and fines/fees will apply.

#### Damaged or Lost:

In the event a book has been damaged\* beyond usual wear and tear, or has been lost, the parent will be responsible for paying for the book to be replaced. An email will be sent by the school librarian with a link to pay for the damaged or lost book. The scholar will not be able to check out any additional books until the charges have been paid.

If you have any questions, please contact the school librarian, Jodi Tinker, at [jtinker@archwaytrivium.org](mailto:jtinker@archwaytrivium.org)

\*Damaged items include, but are not limited to, water damage, permanent drawing or writing, excessively ripped pages, and irreparable damage to cover.