



2020-21 Library Use Agreement

Due to COVID-19, the Heilicher Library will implement additional precautions to assure the health and safety of students and faculty. For the 2020-21 school year, books will be circulated on a request only basis using individual library accounts. In-person visits will not occur. When your student uses their library account you are agreeing to the following terms:

Check Out Policy

- The maximum number of books that may be checked out is as follows (books for school projects are not included in these amounts):
 - Grades K-1: 2 books
 - Grades 2-8: 3 books
- Books may be checked out for up to two weeks at a time.
- Students will not be allowed to check out more books until overdue books are returned.

Late/Damaged Policy

- Books should be treated carefully and with respect. If a book is returned damaged and can be repaired, a repair fee of \$2.00 will be charged to the family's school account on file. If repairs cannot be made, the full cost of the book will be charged to the family's school account on file.
- **Late notices will be sent home in Early January. Hard copies will be sent home with grades K-5. Emails will be sent to the student's Heilicher account for grades 6-8. If book(s) are not returned within two weeks of this notice, the cost of the book(s) will be charged to the family's school account on file.**
- At the end of the year on May 17, 2021 all library books are due. Replacement cost for all books not returned by May 24, 2021 will be charged to the family's Heilicher account. All books used for a school project that are not returned by June 4, 2021 will be charged to the family's Heilicher account.