



2021-22 Library Use Agreement

The Stephen and Sheila Lieberman, Children and Grandchildren Library is a center of learning and discovery where students and faculty can find books for enjoyment and resources to further their knowledge on a broad range of topics. The library houses a unique collection of Jewish sources as well as a wide range of fiction and non-fiction materials.

Library rules are in place to ensure that the materials and space are respected and preserved for years to come. Please review the following with your child(ren) and indicate your acceptance of the terms of this policy. If you opt out of this agreement, your child(ren) will be unable to check out books.

Check Out Policy

- Check out procedures and behavior expectations will be taught or reviewed during the first library visit(s) and should be followed.
- All books must be checked out at the self-serve station (teachers will be assisting). Books can not be taken out of the library without being checked out.
- 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

- 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 mid to late February. 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 18, 2022 all library books are due. Replacement cost for all books not returned by May 23, 2022 will be charged to the family's Heilicher account. All books used for a school project that are not returned by June 3, 2022 will be charged to the family's Heilicher account.

Library Behavior Agreement includes:

- The library is a quiet space for reading/working, voices should be kept to a whisper.
- No food (including gum) or drink is allowed in the library.
- Books should be treated carefully and with respect.
- Please clean up library spaces before you leave.
- Please return books to the bin outside the library door.
- Additional expectations will be covered during class time.