



Littleton Preparatory Charter School Library Procedures and Contract

In addition to over 11,000 books, our students enjoy access to the Internet and use of an online encyclopedia service from World Book Online which is accessible both at school and from home computers. We are looking forward to another great year using Accelerated Reader for all students in grades 1 – 8 and parents will be able to access their student's progress in Accelerated Reader using *AR HomeConnect*. We will also be participating in the Pizza Hut BOOK It Program for students in grades K – 6, which kicks off in October.

Please review this form, with your student.

Library Procedures:

Pre-K students may check out 1 book at a time for two weeks and may renew a book 1 time (for two additional weeks) unless otherwise notified.

K- 4th grade students may check out 1 book at a time for two weeks and may renew a book 1 time (for two additional weeks) unless otherwise notified.

5th – 8th grade students may check out 2 books at a time and may renew a book 1 time unless otherwise notified.

7th & 8th grade students may check out 2 reference books for two days in addition to their usual 2 book limit.

6th – 8th grade students may check out Young Adult books which are suitable for older readers because of topic, content and/or themes. *5th grade students may check out YA books with a signed permission form, stop by and see Miss Hall if you wish to do this. You may of course choose to allow your student to read YA books from home or the public library and students may take AR quizzes on these books as long as they are in their AR level.*

Pre K - 2nd grade students are required to place their book in a *large sized, plastic zip-top bag*.

FINES:

The fine for an overdue book is 10¢ per day, per book, that the book is late, up to a **maximum fine of \$5.00 per book**. There is a grace period of one day before fines will begin to accrue. If your student is out sick or an emergency arises please let the Librarian, Miss Hall, know. If the book is lost or damaged, full replacement cost, including shipping & handling charges will be due to the Library in order to reinstate a student's Library privileges. Refunds for lost books can only be given if the book is returned within two weeks of payment.

Books may be returned to the Library between 7:45 a.m. and 8:00 a.m. and at other times via the Book Return Bin, located in the hallway just outside the library.

If a library book is lost or damaged, notify Miss Hall as soon as possible. Please **DO NOT** attempt to repair the book.

Students may not check out a book for another student for any reason. If you do so, your Library privileges may be restricted.

Internet use in the Library is limited to research purposes and school related work only. Students may not browse the Web for entertainment or email. Students will be closely monitored while using the computers and Internet. Students will lose computer privileges if they are using the computers outside of these guidelines.

Remember, checking a book out from the Library is a privilege. Privileges may be restricted due to repeated overdue, lost or damaged books, as well as misuse of the computers or Internet. Please be respectful of our books and return them in good condition so that others may enjoy them as well.

LPCS Library Policy

1. You are responsible for the condition and timely return of any book you have borrowed.
2. Respect your book and others by:
 - Returning books on time.
 - Keeping it clean and free of pencil, pen, marker or crayon marks.
 - Always using a bookmark; do not fold corners of pages down.
 - Treating your books with kindness and care at all times.
3. **Pre K – 2 students need a large, zip-top bag to put their library book into.**
4. Notify the Librarian if you notice any damage in your book before you check it out or return it. You do not want to be blamed for damaging a book.
5. Library computers will be used for research purposes and school related work only during Library hours.
6. Fines are **10¢ per day, per book** after a one-day grace period.

If you have questions please call or email our Librarian, Miss Hall at smhall@lps.k12.co.us.