



# Media Center News

The Media Center is gearing up for another exciting year at CCS and we are looking forward to seeing you very soon. Please take a minute to review the policies and procedures listed below. Feel free to contact us via e-mail with any questions or concerns. We hope you enjoy the rest of your summer.

## Operating Hours

- 8:30 a.m. - 3:30 p.m. Monday through Friday. We will have open library time from 8:30-9, and from 2:30-3:30 when students may freely visit the library.

## Check Out

- Kindergarten will visit the library once each week. Books are due 1 week from the date they are checked out.
- 1<sup>st</sup> through 4<sup>th</sup> grade may check out one book at a time for AR and visit the library during open library time as needed. Books are due back 2 weeks from the date they are checked out. Students may check out an additional book if needed for special assignments.
- Middle and High School students may check out a total of 3 books if needed for special assignments. Middle School books are due back in 2 weeks. High School books are due back in 3 weeks.

## Fines

- Students are charged 10¢ per day per book; weekends excluded. *Fines will only be waived in the event of absence due to illness as long as the book is returned the 1<sup>st</sup> day the student returns to school. The Media Center staff must be informed of the absence at the time of return.*
- Fines continue to accrue until book is returned.
- Fines accrue over all breaks.
- Overdue and fine notices are emailed to parents weekly.
- Students are not permitted to checkout until all overdue books are returned and all fines are paid.

## Lost or Damaged Books

- All books will be replaced by the Media Center Personnel. When a book is lost or damaged, the Media Center Personnel will issue an invoice to the student outlining the replacement cost plus shipping (if applicable). The minimum replacement cost is \$10.
- Books 4 weeks or more past due are declared “lost” and the appropriate replacement cost is billed to the student.

## Repairs

- In the event that a book needs repair (torn page, loose binding), please **do not** attempt to repair it at home. ALL book repairs should be done by the Media Center staff using special book tape. Students need to bring any book needing repair to the Media Center immediately.
- Final report cards will be held until any outstanding library fines, overdue books and/or lost or damaged materials are paid.