

**OUR SAVIOR LUTHERAN SCHOOL LIBRARY**  
**(Updated July 28, 2010)**

Students in **Kindergarten** may check out one easy reader book and one magazine for **1 week**.

Students in **Grade 1** may check out one book and one magazine for **1 week**.

(Easy reader, easy biography, easy Hawaiiana or easy non-fiction preferred)

Students in **Grades 2 - 5** may check out two books and one magazine for **1 week** and renewed 2 times.

Students in **Grades 6-8** may check out two books and one magazine for **2 weeks** and renewed 2 times.

All books and magazines must be returned before checking out any other library materials.

- **BOOKS**

Students should write their name and grade on the checkout card and have the card and the book stamped with the date due.

To renew a book, the student must present the librarian with the book. After two renewals, the book may not be checked out again by the same student for at least one week. (Special exceptions can be arranged by talking to the librarian).

Students whose names are on the Overdue Book List may not borrow books until the overdue books have been returned or paid for.

- **MAGAZINES .**

Renewal rules for magazines are the same as for books.

Students should write their name and grade on the checkout card and have the card and the magazine stamped with the date due.

- **REFERENCE MATERIALS** - These include encyclopedias and all other books marked "REF"

Reference books may be checked out to a student for use in the classroom for that school day only. The reference books must be returned to the library by the end of the school day. If the library is closed, return the books to the office.

A book card with the student's name, grade and the date must be completed and turned into the librarian.

Information may be copied in lieu of checking out the reference materials.

- **OVERDUE NOTICES**

The Librarian will send out notices to the teachers every two weeks. If there are any questions about the list, please check with her – please do not ignore the notice. Overdue notices will be classified as 1<sup>st</sup> Notice, 2<sup>nd</sup> Notice and 3<sup>rd</sup> Notice (parental notices sent out). If the book is still not returned, the book will be assumed lost, and a payment notice will be sent to the parents. Students will be expected to pay for lost or damaged books. The payment will consist of replacement cost of the book plus a processing fee.

Students will be expected to display courteous and Christian behavior while in the library or they will be asked to leave.

Removal of books and materials from the library is limited to OSLS students, staff and library volunteers. Library furnishings and materials may not be removed from the library without permission from the principal and/or librarian.

Teachers may check out up to eight books at a time for a maximum of two weeks. Checkout cards should be left with the librarian. **Please be sure to write your name and/or grade on the book card and the date due slip (in the book).**

**If your class has a reading list or working on a report or research project, the students may check out more than one book on the subject. Please let us know if you want certain books pulled for your class. REMEMBER, the library is here for you.**

**We appreciate all your support,  
Library Volunteers**