

Jefferson Book Policies

Book check-out policies:

- Students check out books as needed. It is up to individual teachers to determine the best times for their students to visit the library. Students are welcome as many times per week, or day, as needed.
- Students are allowed to check out up to two books at a time. Individual teachers may limit this to one book at a time for particular classes or students.
- Students may keep books for one week. Students may renew books as many times as necessary.

Book fees:

- Students are charged for books if lost or damaged too significantly to continue in circulation. Students are charged the amount it will cost to replace the book. A note is sent home with the student. Parents are free to make payments, if needed. At the end of each school year, any fee that hasn't been paid is turned in to the school secretary and is then billed through the District. All students start each year with a clean slate. Once a fee has been turned in for billing, we remove the fee from the student's library account and discard the book from the system as a "lost book." If a lost book becomes found, parents are refunded any money paid for the book.