

Whittier Elementary Library

Checkout Policy: We have a “drop in” policy in our Whittier Library for all grades. This means that there are no scheduled library visits during the week, and students may visit our library at their teacher’s discretion when they have finished a book and need a new one. Books are checked out for one week, but they may be renewed if more time is needed. Kindergarten may check out one book at a time. First grade starts the year checking out one book with each teacher determining when to increase to two books at a time. Second through fifth grade may check out two books at a time. Third through fifth grade may also check out one magazine, which are a one-day checkout, if their teacher allows.

Overdue books: Overdue notices are delivered to each classroom teacher the last week of the month. There is no fine for overdue books, but the book remains in the student’s account until it is returned. An overdue notice is sent home if a book is over a month overdue.

Damaged book policy: A damaged book will be evaluated by the library staff, and if the book cannot be returned to circulation, the replacement cost of the book will be charged to the student, and a note sent home. Examples of damage include, water damage, mold, writing on the inside of the book, torn or missing pages, or damage to the outside of the book. The damaged book will remain in the student’s account until payment is completed.

Lost books: A library book is considered lost when every effort has been made to locate it. The student is charged with the replacement cost of the book, and a note sent home. If, the book is later found, a refund of payment will be made.