



# OLF LIBRARY

JOHN E. CHANCE MEMORIAL LIBRARY

ERIN SOIGNIER - LIBRARIAN

## MISSION & GOAL

The OLF library is a dynamic environment that provides a broad range of learning services and media resources to the children and patrons of Our Lady of Fatima School and community. The mission yields a true love of reading while integrating fun quality learning with classroom curriculum in a welcoming environment.

## LIBRARY HOURS

7:30 AM - 3:00 PM

### Before School - Doors open at 7:30

- Students may come in with or without a parent/pass.
- NO homework allowed. Reading and studying ONLY.
- Students coming in with MacBooks MUST sign in and sit at the designated tables if using their computer to study.

### Little Recess - CLOSED

### Big Recess

- **2nd-5th** - Students must have a pass from teacher
- **12:30-12:45** - CLOSED
- **6th-8th** - No library pass needed, but students will be turned away if space is full.
  - Students coming in with MacBooks MUST sit at the designated tables if using their computer to do work.

## LIBRARY POLICIES

### SCHEDULED CLASSES & BOOK CHECKOUT

#### Scheduled Classes

- PK3 & PK4 - 20 minutes once a week
- K-5th - 50 minute bi-weekly instruction designated on A or B weeks.
- 6th-8th - open access / flexible schedule
  - Students use the library independently (with library pass) or as a class when scheduled by a teacher in 50 minute intervals.
- DEC students visit the library with their homeroom classes as well as their during the scheduled DEC class library time.

#### Book Checkout Limits

- PreK & Kindergarten
  - 1 book limit from the Little Library
  - books remain in the classroom
- 1st Grade
  - 1 book limit from the Little Library
  - allowed to go home
  - transition to 2 books and Chapter Book Room when beginning with AR
- 2nd Grade
  - 2 book limit from Little Library & Chapter Book Room
  - transition to Big Library & Blue Crate Series
- 3rd-8th Grades
  - 2 book limit
  - all access library
- YA Fiction Section & YA Labeled Nonfiction
  - Reserved for Jr High (6th-8th) students ONLY.
    - Young Adult content

## LIBRARY CODE OF BEHAVIOR

The OLF students, faculty, and staff share the responsibility of maintaining an environment which allows the library to serve the needs of all. Patrons are expected to maintain a quiet and courteous atmosphere and to respect the rules of the school, as well as those specifically to the library. Borrowing books from the library is a privilege. When a student checks out a book, he/she is expected to be responsible for returning it in good condition.

- Be respectful of the librarians, patrons and the library space.
- Be responsible for your actions.
- Follow directions the first time given.
- Whisper.
- Pick up after yourself and tuck in your chair.
- Take care of library books.
- Place books and materials where they belong.
- Return/renew all books on time.

## LIBRARY POLICIES

### LOAN PERIOD, RENEWAL LIMITS, & HOLDS

#### Loan Period - 2 weeks

- Students coming to regularly scheduled library visits **MUST** bring their books on their library day to be renewed, returned or exchanged.
- Jr High students come in when needed to return, renew, and exchange their library book(s). Jr High students are responsible for keeping track of their loan periods and checked out books by utilizing their Destiny Discover accounts.

#### Renewal Limits

- Books can be renewed **up to 2 times** if not finished by the date they are due back in the library.
- After 2 renewals, the librarian and librarian assistant have the right to block the renewal of that book and have the student return it.

#### Placing Holds

- If a book is unavailable because it's already checked out, the item can be placed on hold.
- The student's teacher will be notified when the item becomes available and the student may come to check it out.
- Grades 3-8 can place holds through their Destiny Discover accounts or through the librarian or librarian assistant. (Students in 3rd-8th grade are taught how to do this at the start of every school year.)

## LIBRARY POLICIES

### OVERDUE, MISSING, DAMAGED BOOKS

#### Overdue Books

- There are no \$ fines for overdue books.
- Students will not be allowed to check out more than 2 items at any time, including the missing item, unless a signed note is turned in to the library.
- A parent's signed overdue notice (given by the library) expressing knowledge of the missing book must be returned to the library for student checkout privileges to be restored.
- If the book is not found & returned to the library by April/May, lost notices will be sent out and student FACTS accounts will be charged the total replacement cost of the book before the end of school.

#### Damaged Books

- Students are responsible for damages to library books which occur during the time it is checked out to them whether or not they actually caused the damage themselves.
- Such damage includes water/liquid damage, marking or drawing on the pages, torn and/or torn out pages, teeth marks, broken covers/spines, and any other damage caused while the book is checked out to the student.
- The full replacement cost will be charged promptly to the student's FACTS account for all books that are damaged beyond repair.

## RESEARCH HELP & USEFUL LINKS

The OLF Library subscribes to the following databases for student and teacher use on campus and at home. These databases and other useful links are accessible through the OLF Library website (QR Code), the school website, and are linked here. For at home access, use the following when prompted:

Username - fatimaschool

Password - warriors-24

