

Adopted:
Reviewed:
Revised:

BLUFFVIEW MONTESSORI SCHOOL POLICY XXX LIBRARY POLICY

I. PURPOSE

The main goals of the Bluffview Montessori School Library are to foster a love of reading, promote the growth of literacy, and to create lifelong learners who can navigate the modern digital world.

Students have a scheduled library class each week, during which they receive instruction in the use of the library and its materials. They also check out books of their choice.

II. GENERAL STATEMENT OF POLICY

The Bluffview Montessori School Library supports student choice and ready access to books. Although students are only assigned one library class visit a week, they are strongly encouraged to exchange their books as needed. Students are allowed to come to the library as long as they have obtained their teacher's permission. Students will have access to a self-checkout station.

III. Check-Out/Check-In/Renewal

- A.** All students are eligible for check-out unless they have lost or damaged materials, or their parents or guardian has requested borrowing privileges be withheld.
- B.** Students in E1 classrooms may check out 1 - 2 items per week.
- C.** Students in E2 classrooms may check out 3 - 4 items per week.
- D.** Students in Erdkinder may check out 3 - 4 items per week.
- E.** Library materials are checked out for a period of two weeks.
- F.** Students may take out additional titles for class projects by speaking to the librarian.
- G.** Students who have not returned late items will be unable to check out new titles until overdue items are returned.
- H.** No student will be charged late fines.
- I.** Students must bring books to the library if they wish to renew for an additional week.

IV. Overdue Books

- A.** Students will be advised of any overdue materials each week when they visit the library.

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- B.** Students will be notified of long overdue materials (books out two weeks beyond the original due date) with an overdue notice distributed during library time.
- C.** If materials are still not returned, overdue notices will be sent home in Wednesday folders when books are out four weeks beyond the original due date.

V. Lost/Damaged Books

- A.** Students are responsible for paying the average replacement cost of each book lost or significantly damaged.
- B.** Damaged books should be brought to the librarian for assessment and repair. These items should not be repaired at home.
- C.** Payment for lost or damaged books is to be made through BMS online payment portal, or by cash or check to Bluffview Montessori School.

VI. End of the Year School Policy

- A.** All books must be returned, and if a book is lost or damaged, families are responsible for reimbursing the school for the cost of the book, or purchasing a replacement copy. Progress Reports will be held until accounts are settled.
- B.** If a book is found after it has been paid for but not yet ordered, a refund will be made. However, if the book has already been ordered, money cannot be refunded.