

Library Curriculum

Students in all grades receive library instruction 3 times every twelve days.

Half day kindergarten students visit the library once in a 6 day cycle.

Areas of Study:

Kindergarten, Grades 1 and 2

Care of Library Materials

Literature Appreciation

Library Skills

Grades 3 and 4

Care of Library Materials

Literature Appreciation

Library / Reference Skills

The Electronic Catalog

Students in grades 3 and 4 receive a report card grade for library.

Book Circulation

Kindergarten and Grade 1

1 book for 1 cycle

Grade 2

2 books and 1 magazine for 1 cycle

Grades 3 and 4

3 books and 1 magazine for 1 cycle

- ❖ Students may have additional books when needed for special projects and reports.
- ❖ Reference books circulate overnight only. They may be renewed.
- ❖ Books may be put on reserve. Reserved items will be held for 1 week.
- ❖ A book may be renewed unless it is on reserve.

Book Care



Keep books in a safe place.



Keep books dry.



Keep books away from food and drinks.



Keep books away from pets and babies.



Always wash hands before handling books.



Use bookmarks to hold the page.



Promptly report damage to the librarian or the library assistant.

Even though students are very careful with library materials, sometimes accidents happen. We make every attempt to repair library items. However, if an item is damaged beyond repair, it is that student's responsibility to pay for the item.

When a student owes money for a damaged item, he/she may not take out library materials until the item is paid for.

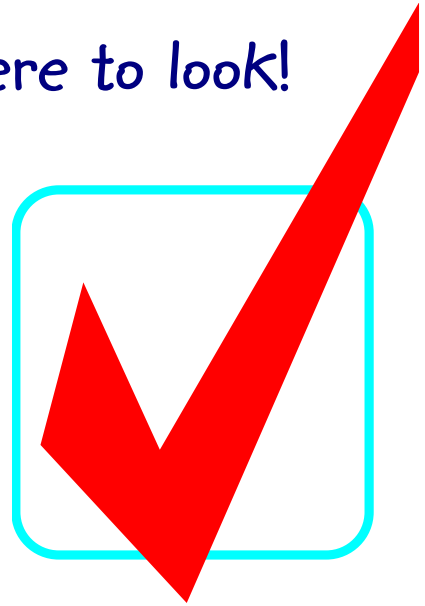
Overdue Books

Library resources are shared by all students and faculty. It is important that students return materials by the date stamped on the **Date Due Card.**

- ✚ Books not returned by their due date are considered overdue.
- ✚ Students with overdue items may not take out any library materials until the overdue items are returned.
- ✚ Overdue notices are sent to students weekly.
- ✚ When an overdue book has been missing for several weeks, it will be considered lost.
- ✚ Students are expected to pay the replacement cost for lost books and books damaged beyond repair.
- ✚ **Checks for lost or damaged books can be made out to the Lausch APT.**

Lost Book? We know where to look!

- In your desk?
- In your friend's desk?
- On your teacher's bookshelf?
- In your book bag?
- On the bus?
- In the office?
- Under the seat in your car?
- At a friend's, relative's or babysitter's house?
- Behind, under, or on top of the refrigerator, sofa, TV, chair, etc.?
- In your toy box?
- Under your bed?
- On your bookshelf in your home?
- In your brother's or sister's bedroom?
- At your other house?
- In the library? Ask Miss Wegman or Mrs. Ziegler to check the shelf to see if someone brought it back.



Before you pay for a lost book, check these places.

Good Luck!