

Tower Grove Christian Academy Library Guidelines

Library Visits

KG-6th grade students visit the library weekly, for thirty minutes each session. During this time, students are taught library skills, read and watch short stories and award winning books, and may return and checkout books.

Middle and High School students have various reading lists and may visit the library when needed.

Loan Procedures

- Kindergarten – Loans will be given to teachers only.
- 1st Grade – Limit of 1 book, with a **7-day loan period**. Books must be kept at school.
- 2nd Grade – Limit of 1 book, with a **14-day loan period**. Books may be taken home.
- 3rd – 6th Grades – Limit of 2 books with a **14-day loan period**. Books may be taken home.
- Middle School – Limit of 3 books with a **21-day loan period**. Books may be taken home.
- High School – Limit of 4 books with a **21-day loan period**. Books may be taken home.

Fine Guidelines

- Late Charge = 10¢ for each day the item is past due – Students are reminded when they visit the Library each week; Emails reminders are sent out bi-weekly; Due dates are marked in the back of each book. Fine Notices will be sent out quarterly.
- Missing or damaged pages that can be repaired =25¢ for each damaged page.
- Missing or damaged book beyond repair = cost of book and an additional \$4.00 processing fee.
- Missing barcode = 50¢
- Report Cards will be held for past due Library Materials and fines.

The replacement cost of any Library Materials that have not been returned by the last day of the current school year will be charged to your account. Additionally, late fees that have not been paid in full by the last day of the current school year will be charged to your account.

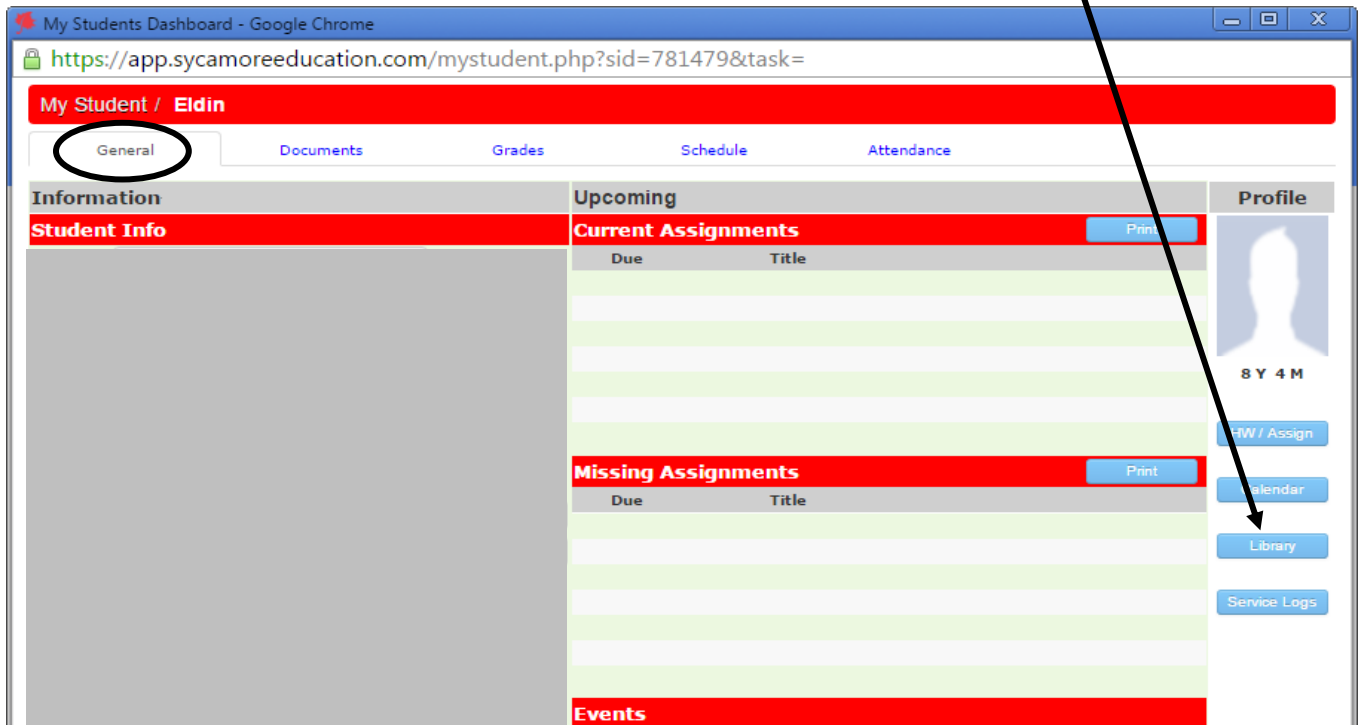
Further information regarding submitting a Statement of Concern about Library Resources, Donation Guidelines, and Monetary Donations can be found by visiting the TGCS website (tgcs.net) and visiting Library, which can be found under Academics.

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CHECKING YOUR CHILD'S LIBRARY LOANS

From Sycamore, you can see what your child has checked out and when it is due. To do this, please log-in to your Sycamore account (www.sycamoreeducation.com) and select your child's profile by clicking on the face icon. From the "General" tab, you will see a blue list of links on the right; click the one for "Library".



Students will not be able to check any Library materials out until the bottom portion of this letter has been signed by a parent/guardian and returned to the school Librarian.

Respectfully submitted,

Mrs. Hoelker

TGCS Librarian/Instructional Technologist

I, _____, give my child, _____,
[printed parent/guardian name] [printed student name]

permission to borrow materials from the TGCA Library. I have read and support the Tower Grove Christian Academy Library Guidelines. I also understand that if Library materials are missing or damaged in any way or returned late, fines will be assessed as stated above and must be paid in full.

[parent/guardian signature] [date]

[student signature]