



National Collegiate Preparatory (PCHS)

Policy: Library

The National Collegiate Preparatory Public Charter High School Library's goal is to meet the recreational reading and curricular resource needs of all of our students. Students are welcome to come to the library –up to 3 students at a time per academic class – as long as they have a pass and they are coming to do academic work related to the library (to use library materials or computers and/or return or check out library materials). Additionally, the library is open at lunch for students, with passes and after school for student use.

Borrowing Policies

Student may have up to 3 items checked out from the library at any one time. Books are due back to the library in 2 weeks (1 week for new books), and can be renewed at least once. Magazines –aside from current issues, which can only be read in the library – may be borrowed for a period of 3 days. The due date of the book is always in the back of the book, and on the front of a magazine. The library will keep a running record of this information.

Returning Library Items

Books and magazines may be returned inside the library – at the circulation desk- any time the library is open. There is also a secure book return outside the library that can be used at any time. Books retrieved by the librarian from those book returns first thing in the morning are counted as having been returned the day before.

Overdue Fines

Students are fined ten cents per day, per item, with a grace period of 2 days (1 day on magazines and on new books), where fines are not charged. Fines continue to accrue until the book or magazine is returned,

but will not equal more than the cost of the book. Magazines will not accrue more than \$2.00 in fines. A staff member can tell students the cost of any book checked out.

If a student has 2 or more overdue items they cannot check out any more items until at least one of those overdue items is returned or paid for.

If a student's total overdue fine has reached \$20.00, he or she will not be allowed to check out any more items until enough of the fine is paid to bring it back under \$20.00

Cash or money orders are accepted in the library. Partial payments on fines are accepted.

Notification of overdue Items and/or Fines

Students are told verbally if they have overdue materials or fines when they attempt to check out new materials. Several times throughout the year a list of students with overdue books and/or fines are sent to English teachers and Counselors. Periodically, overdue book and fine letters are enclosed in grade reports. Parents and families who have not made restitution for library materials may be denied report cards, transcripts, the opportunity to re-enroll and/or a diploma until their obligations have been met.