



## Saint Malachy School Library

### Class Schedule

Mrs. Feeney's kindergarten	Tuesday
Mrs. O'Connor's kindergarten	Wednesday
First grade	Wednesday
Second grade	Monday
Third grade	Wednesday
Fourth grade	Wednesday
Fifth grade	Monday
Middle school	Tuesday*

\*In addition to regularly scheduled library time, middle school students may visit the library any time they have their teacher's permission.

### Mission

The Saint Malachy School library strives to support the mission of Saint Malachy School:

To provide quality education that fosters academic excellence and integrates the traditions of the Roman Catholic faith and the teachings of the gospel of Jesus into all curricular areas

To nurture the spiritual, intellectual, physical, social, and emotional development of each student

To support, respect and accept all individuals as members of God's family

This mission is accomplished by:

- Coaching students to effectively locate, evaluate, and use information
- Providing access to informational materials in a variety of formats
- Encouraging life-long reading and knowledge seeking

- Providing a collection rich in the history, culture, and values of the Roman Catholic Church

### **Coming to the Library**

In grades K-5, each class will come to the library for a 30 minute class period. In addition to their weekly class visit, middle school students are encouraged to come to the library during study hall or any convenient time with their teacher's permission. The library will encourage a love of reading and knowledge seeking and will teach students to access, evaluate, and use information effectively.

### **Borrowing Books**

Books are checked out for a one-week period. All students may check out two books at a time. Students may renew their library materials but must bring the materials to the library to do so.

Students who forget their books on library day may check out only one book. They have one week to return the late books before a fine accumulates. At that point, they may not check out additional materials until the overdue items are returned. Students can return late books any day; they do not have to wait until the class's next library day to return the books.

### **Fines and Fees**

In order to encourage responsible use of the library, we do charge for late, lost, or damaged library materials. Fines will be assessed for books that are returned more than one week late.

Grace period	one week
Late fee	\$0.05 per day
Damaged materials	cost of book if irreparable
Lost materials	cost of book

Students will receive weekly overdue notices. After receiving three fine notices, middle school students will have their fine doubled each week until the item is returned.

The replacement fee for lost books will be listed on students' overdue notices. If a book that has been paid for is later found, the fee will be refunded less any fine that had accrued as long as the book is found and returned within the current school year.

### **Damaged Materials**

Students are encouraged to bring damaged materials directly to Mrs. Buck. Please do not tape or repair library books at home; the library has special supplies to properly repair damaged books. If time allows, the student will be invited to help Mrs. Buck fix the damaged book. A fee will be charged only if the item is unable to be repaired.

### **Donations and Volunteers**

The Saint Malachy School Library will gladly accept donations of new or gently used books. We also gladly accept parent volunteers to check out books, assist with shelving, or help with class visits to the library.

### **Contact Me**

Please contact Mrs. Buck with any questions or concerns.

[kbuck@stmalachy.org](mailto:kbuck@stmalachy.org)

852-2242 x224

