

ST. ANNE CATHOLIC SCHOOL LIBRARY COMMONS

Library Program

The library operates on a flexible schedule. All classes, not just reading classes, utilize the library. Students may come at any time to check out a book, research information, or read independently. Teachers work collaboratively with the librarian to schedule research projects and literature-appreciation lessons. Pre-kindergarten through fifth grade have weekly scheduled visits. Sixth through eighth graders come on an “as-needed” basis.

Circulation Policy

Kindergarten through second-grade students may check out one book at a time for a one-week period. Third- through eighth-grade students may check out two books at a time for a two-week period. Students may have their limit extended for a project or an assignment. Books may be renewed up to two additional times. The student must bring the book to the library in order to renew the book.

Damaged and Lost Book Policy

Accidents happen! If a book is accidentally damaged, the student should report the damage so that the library may, if possible, repair the book. If a book page accidentally rips, please do not attempt to repair the book at home. The library uses special book tapes and glue that resist heat and will not discolor. If a book is lost or damaged beyond use, the student will pay the cost of the book so that it may be replaced in the library.