

Randall School Library Checkout Policies 2011-2012

4K - 2nd grade students:

These students are allowed to check out one book at a time, with a loan period of two weeks. Students must return their book before they are allowed to check out a new one. If students have an overdue book, they may not check out a new book until the overdue one is returned. These students will have checkout once a week.

3rd - 5th grade students:

These students are allowed to check out two books at a time. The loan period for each book is two weeks. The students must return at least one of the books to check out a new one. Students will not be allowed to check out any new books if they have an overdue book out. Students may renew (check out the same book again) a book if there is not a hold on it for another student. In order to renew a book, the student must bring that book with them to the library and it will be checked out to them again - if they do not bring the book in they wish to renew it will be considered overdue. These students will have checkout once a week.

6th - 8th grade students:

These students are allowed to check out three books at a time, one of their choices must be a chapter book (fiction novel), the other two may be either fiction or non-fiction books. The loan period for each book is two weeks. The students must return at least one of the books to check out a new one. However, they must always have a chapter book checked out. Students will not be allowed to check out any new books if they have an overdue book out. Students may renew (check out the same book again) a book if there is not a hold on it for another student. In order to renew a book, the student must bring that book with them to the library and it will be checked out to them again - if they do not bring the book in they wish to renew it will be considered overdue. These students will have checkout once every other week; they are also allowed to check out books before or after school but are no longer allowed to come in during their study halls.