McKinley Elementary Library Policy for Parents

Dear parents and guardians,

My name is Alexandra Velasquez and I am the new librarian for McKinley Elementary. The library opened on Dec. 5th and I’ve been holding class visits. Starting this week, students will be able to check out books. With approval from the teacher, students are allowed to bring books home. Our books should not be mixed up with any San Leandro Public Library books. I’d like to share the McKinley Elementary library policy with you.

*Borrowing Rules*

* Students, teachers, and staff are welcome to check out books before school, at recess (unless there is a scheduled class in the library), during scheduled library visits, at lunch, and after school.
* With the approval of their teacher, students are allowed to check out a maximum of two books. The loan period is two weeks, unless otherwise stated.
* With the approval of their teacher, students may take their books home for two weeks.
* It is encouraged that students return their books the day before their scheduled class library visit.
* All students are eligible to borrow materials unless they have lost or overdue books, have purposely damaged materials, or their parents or guardian has requested borrowing privileges be withheld.
* Students cannot check out books unless the librarian is present.

*Overdue Books*

* Overdue reports will be sent each week to the students’ teachers (via email or school mailbox) for him or her to conference with students about late materials.
* No fines will be issued for overdue library books.
* Students will not be allowed to checkout other books until the overdue material is returned.

*Renewals*

* Students may renew their books for another two-week loan period, unless the book(s) has been requested or is a high demand item.
* Students must bring the book(s) to the librarian to renew it.

*Lost or Damaged Books*

* If a book is lost or damaged, the book must be paid for before additional books can be checked out.
* Students’ parents are responsible for paying the average replacement cost of each book lost or significantly damaged.
* Payment for a lost book is reimbursed should the book be found and returned in good condition.
* Damaged books should be brought to the librarian for assessment and repair. These items should not be repaired at home.
* Any student with financial constraints should see the librarian about other means of paying off the debt.

Please contact me if you have any questions about the library policy:

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