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Sample Paragraphs on Overdue Materials and Charges for
Inclusion in School or Teacher Handbooks or Form Letter

Following Section 8: Overdue Materials and Charges, it is recommended that students and staff be informed of the school library's policies for overdues, lost or damaged materials, and charges.

These paragraphs may be modified for inclusion in your school handbook, and/or sent to parents as a separate letter.

- The library is open Monday to Friday from 9:00 a.m. to 4:00 p.m. (Part-time schools will have reduced hours).
- Students in JK/SK may borrow one book for a period of one week. They may exchange books at any time that library staff is present.
- Primary students (junior kindergarten to grade 3) are required to transport their library books to and from school in a book bag to protect books from damage.
- Students from grade 1 to 8 may borrow one fiction book and two non-fiction books at a time. The loan period is two weeks.
- Students are requested to return the books within the designated loan period in order to ensure that as many students as possible have access to resources.
- Lost or damaged library materials must be paid for or replaced to the satisfaction of library staff following APO022 Library System for Board Office and Schools. According to this policy, students and teachers are responsible for paying for lost or damaged library materials. Parents are responsible for paying for materials lost or damaged by their child.
- The borrowing privileges of library patrons with outstanding overdues or charges are subject to restrictions until the account is cleared.