



## Library Book Checkout Policy 2023-24

### **Who comes to the library and how often?**

All K-4 Explorers come to the library for a lesson and book checkout once per week. 5-8 Explorers will come to the library every two weeks for book checkout. Throughout the week, there will also be “open checkout” times when Explorers can visit the library to check out a book, independent from their class. K-2 Explorers will keep their checked out books in their classrooms and will not take them home with them. 2nd Grade Explorers will begin taking their books home after Winter Break. 3-8 Explorers may take their books home, as long as they consistently return them within the time frame outlined below.

### **How many books does my student get to check out?**

K-4 Explorers may have one book checked out at a time. If there is a class project that requires a book for research, another book can be checked out. 5-8 Explorers are allowed up to two books checked out at a time. If there is a class project that requires a book for research another book can be checked out.

### **When do the books need to be returned?**

All books for K-4 Explorers are due one week after the book has been checked out. All books for grades 5-8 are due two weeks after the book has been checked out. If a student still wants or needs to keep the book longer, please bring the book into the library to have it renewed.

### **When does a book become overdue?**

A book becomes overdue when it has been checked out for more than two weeks. After a book has been overdue for 90 days, it will be marked as lost. All lost books must be paid by the Explorer’s caregiver by the end of the school year. If the book has been paid for, and it is found within 90 days, a refund will be given.

If you have questions about the status of your child’s books, feel free to email me at [estenstrom@explore.school](mailto:estenstrom@explore.school).

Thank you,

Erica Stenstrom  
School Librarian  
[estestrom@explore.school](mailto:estestrom@explore.school)