



Beginning this week or next, all IHM Students can check books out for a period of two weeks (4K classes will be waiting a little longer to check out books). The due date is stamped on the inside of the book. A title can be renewed for two more weeks if there is not a hold on it, and the student has the book with them at library time. Students can only have their allowed number of books checked out, including overdue books.

### If books are not returned by the due date:

- If a book is not returned after two weeks, it is overdue. Overdue slips are sent home each week in hard copy via the Eagle Express.
- The IHM Library does not charge late fees for overdue books.
- A book will be considered lost if it is not returned within 4 weeks of its due date or if it is damaged beyond repair, at the discretion of the librarian.
- A replacement cost will be charged for books that are lost or damaged beyond repair. The replacement cost includes the cost of the book, as well as the time needed to buy, ship, catalog, and cover the replacement copy.
- The replacement cost will be charged to the student's Smart Tuition account. If the book is later found and returned to the IHM Library, within a reasonable amount of time, the account will be credited.

If you have any questions, please contact Mrs. Winter at secretary@ihm-school.org or 608-222-8831.

See the other side for where to look for a lost book...

# Lost Book? We know where to look!

- ☐ In your desk?
- ☐ In your classroom book box?
- ☐ In your friend's desk?
- ☐ In your locker?
- ☐ In your backpack?
- ☐ In the Lost and Found?
- ☐ On the bus?
- ☐ Under the seat in your car?
- ☐ In the other car?
- ☐ On your bookshelves at home?
- ☐ On your teacher's bookshelves?
- ☐ At a friend's house?
- ☐ Behind the sofa? Under the sofa cushions?
- ☐ On your nightstand?
- ☐ Under your bed?
- ☐ Between the bed and the wall?
- ☐ At the foot of the bed between the sheets?
- ☐ In the toy box?
- ☐ In your brother or sisters bedroom or backpack?
- ☐ At your other house?
- ☐ At the public library?
- ☐ In the library? (Ask Mrs. Winter to check the bookshelf to see if it is hiding there!)



**Before you pay for a lost book, check these places!**  
**Good luck!**