

# From the IHM Library



In the next few weeks, students in grades K-8 will be starting to take-out IHM School library books.

- Kindergarten can take out 1 book
- Grades 1-5 can take out up to 2 books
- Grade 6-8 can take out up to 5 books

All books have 2-week check out time.

4K will begin checking out books in about 6 weeks, and will keep their books at school until after Christmas break.

We ask parents help in taking **care of library books** when they are at home:

- Don't leave books in the car
- Keep books inside, away from pets and babies
- No eating while reading, be sure hands are clean
- Protect books from bad weather
- Keep school books separate from home books. Return books to school library, not public library.
- Use book marks
- **And ESPECIALLY, store books in backpacks when not in use at home! You will always know where they are, and they will never be overdue!**

Overdue slips are sent home each week on Wednesday in the Eagle Express green folder.

The IHM Library does not charge late fees for overdue books. There is a replacement charge for books that are damaged beyond repair or books that are lost. The replacement cost is more than the value of the book to compensate for buying, shipping, cataloging and covering time.

A book will be considered LOST if it is not returned within 4 weeks of its due date. "Damaged beyond repair" is left to the discretion of the librarian.

The replacement cost will be charged to your family'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](mailto:secretary@ihm-school) or 608-222-8831.