

# Achievement Academy Charter School Library Policy

## Library Use

Students of AACCS and parents of students currently registered at the school are allowed to borrow materials from the library.

## Borrowing Limits

Students are allowed to have 3 items checked out at one time.

## Age Appropriateness of Materials

Parents/guardians are the final judges of what is appropriate reading material for their children. Because this is a middle school, our collection ranges from second grade level books to high school and college level books in order to accommodate the wide reading abilities and interests of our students. If you (the parent or guardian) ever feel uncomfortable with a book that your child has borrowed, please contact the library immediately and the book will be removed and a note added to the child's account requesting more supervision of selected reading materials. In some cases, a child will not be allowed to borrow a book unless he or she brings in a signed note from the parent or guardian that states that the child may read the book and that he or she understands that the book contains some mature content.

## Loan Periods

The due date will be stamped in each book at the time of checkout. Books are borrowed for two weeks at a time.

## Renewals

Books may be renewed in person at the library (to renew, you must bring the books to the librarian). Books may be renewed up to 3 times as long as they have not been requested by other users. You are responsible for returning and renewing books on time.

## Returns

All books borrowed from the library must be returned to the library on or before the due date. All books must be handed directly to the librarian by the borrower. **Books that have not been returned in this manner are not considered to have been returned.**

Remember that books cannot be checked in if they don't come through the librarian; books which are left in the library or replaced on shelves without being properly returned will remain on your record, becoming overdue, until they are returned properly.

## Lost Books Fines and Fees

When a book becomes **30 days overdue** it is categorized as "lost", and a letter or email will be sent home with information about the book and the cost of replacing the book. In general the cost for a standard paperback is \$6.00, for a trade paperback is \$9.00, and for a hardcover book is between \$12.00 and \$30.00, although these amounts will vary. The borrower is responsible for this fee and will not be allowed to borrow books until the fee is paid. If the book is subsequently returned, but the book has already been replaced, the money for the book will not be refunded.

Audio-visual material and other items that are not standard books from the library may have different replacement costs. Please ask at the library if you have any questions.

## Preservation of Library Books

Books must be returned to the library in the same condition in which they were borrowed. Charges will be assessed for books returned damaged. Books that are damaged beyond repair will result in replacement costs and processing charges being assessed.

Please avoid the following conditions and common sources of damage to library books:

Moisture (including rain and spilled beverages)

Using inappropriate materials as bookmarks, for example:

- Post-it notes; the adhesive substance used on post-it notes is acidic, can rip pages, and can lift text
- Paperclips; leave impressions and can rip pages
- Pencils (or anything thicker than a piece of paper); wedged between pages causes damage to the spine
- Rubberbands; leave damaging residue on pages and should not be used to hold pages back
- Folding the corners of pages (dog-earring)

Animals

Keeping books in overfilled book bags for long periods of time (which can result in the book being crushed)

Charges may be assessed at the discretion of the Library if any of the above conditions occur, even if accidental or inadvertent.

Please do not ever write in library books, even in pencil. Writing in books will result in charges being assessed.

If you come upon any library materials you believe need repairing, please hand them to the librarian. Everyone's cooperation is required in order to keep the collection in the best condition possible.

### **Blocks**

Your library account will be blocked, so that you cannot check out or renew any items, for any of the following reasons:

- You owe a total of \$5.00 or more in fines and fees.
- Any book on your record that is 50 days overdue.
- Any email or letter we send you is not responded to within a week.

### **Paying Fines and Fees**

Fines must be paid at the library. You may pay with cash or personal checks.

### **Confidentiality of Library Records**

As required by New York State law, library records pertaining to patrons are strictly confidential. This includes personal information such as addresses, circulation information such as the books you have checked out, and reference information.

### **Quick Searches**

If you are unable to locate a book which you are searching for, fill out a Quick Search card and hand it to the librarian. We will attempt to locate the book within 24 hours, and notify you if the item is found.

### **Claims Returned**

We will perform a search in the library if there is a book showing up on your account you believe you have returned. You may request a claims returned search from the librarian. If the item does not turn up immediately, several subsequent searches will be conducted. We will inform you when the book is found, or when the search is complete and the item has not been located.

### **Questions?**

Contact the librarian during the regular school day at 518-533-1601 ext. 113, or email at [jamson@achievementacademy.org](mailto:jamson@achievementacademy.org).

**Please keep this letter with your scholar's school materials, and sign and return the attached slip. Consider including your email address as an alternate method of communication.**

**Thank you!**



I have read and understand the library policies in this letter.

Scholar signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Parent email (optional): \_\_\_\_\_

Date: \_\_\_\_\_



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