



Solis Park Elementary School Library & Media Center

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Library Policies

Checkout

- **PreK, Kindergarten, and 1st grade** may check out **one (1)** book per week.
- **2nd through 6th grade** may check out up to **two (2)** books per week.
- Students may check out books only during their designated library time.

Renewals

- Books may be renewed by bringing them to the library.
- Books may only be renewed a total of 2 times.
- Books may NOT be renewed if a hold has been placed on the book by another student.

Overdue Books

- Students with late or overdue books will NOT be allowed to continue to check out until the books are returned.
- An email notification generated through Destiny will be sent when books are overdue.
- Students can login to Destiny to see what they have checked out.

Lost or Damaged Books

- Books that are **four (4)** weeks overdue are considered “lost” and fines will be assessed.
- Books with irreparable damage not consistent with normal wear and tear are subject to replacement fines. *Please do not repair any damage. Notify the library staff.*
- Books are NOT accepted in lieu of paying a fine. The fine amount includes processing costs which include library binding, barcoding, and labeling by our vendor. Students are not allowed to borrow books until fines are collected.
- Payment may be made with cash (exact amount please) or with a check payable to Solis Park Elementary. Please give payments to the front office.