

Library Policies

Mission Statement: Cathedral of the Risen Christ Library will challenge students to become 21st Century Learners by promoting good information literacy skills, and providing materials to support curriculum, enabling our students to become individuals who value and live their faith, find enjoyment in the printed word, and are life-long learners.

Library Hours: The library is open school days from the first bell until 3:45. Students are welcome to come to work on projects or check out books at any time when there is not a scheduled class. A copy of the library schedule is available in the shared file for reference by teachers or teachers can call to see if the library is open.

Class Visits:

Eaglets 2 – 6th grade: These grades are scheduled to visit the library weekly for 30 minutes. This time will be divided between lessons on information literacy, promotion of reading materials and good reading habits, and time to check out books. During check out time students should be reading or locating books. The librarian will pick up students in their rooms before class and classroom teachers will pick up students at the end of class.

7th and 8th grade: The librarian and the English teacher will schedule approximately two visits a month for each 7th and 8th grade English class to allow students to check out books and to work on information literacy skills. These visits will be about 40 minutes. Students may also come to the library during study hall or independent work time if there is no scheduled class in the library.

Check Out: Students can check out during class visits, before or after school or during the school day. The number of books allowed and the length of checkout period are indicated by grade level below.

Grade	Checkout Period	Number of Books
Eaglets	1 week	1
Kindergarten	2 weeks	2
1 st	2 weeks	3
2 nd	2 weeks	3
3 rd	2 weeks	4
4 th	2 weeks	4
5 th	2 weeks	4
6 th	2 weeks	5
7 th	4 weeks	5
8 th	4 weeks	5

Returning and Renewing Books: Students can either return books to boxes in each classroom or bring books down themselves. Each classroom will bring their box down the morning of their library class immediately after Mass. Students may renew books by bringing them with them to library class.

Overdue Books: If a student has overdue materials they will be unable to check out new books until all overdue ones have been returned, renewed, or paid for. 7th and 8th grade students will be charged work fines for overdue materials. Overdue slips will be sent home most Fridays.

Lost or Damaged Books: If a book is lost or damaged, the student will be assessed the amount the book is worth (replacement cost). In the case of a lost book, if the student returns it in good condition before the school year ends, all money assessed will be returned. If it is returned after the last day of school, no money will be returned and the student has the option to keep the book or donate it back to the library.

Fines: All students will be fined the replacement cost of lost or damaged books. 7th and 8th grade students will be charged 10 minutes of work for every school day that they do not return or renew the book starting the Monday after receiving an overdue slip. Overdue slips will be sent home most Fridays.