

# A Friendly Note From Your Librarian!



*Some frequently asked questions about the library.*

## ***Is there a fine for overdue books?***

At Urbana Elementary, we do not charge for overdue books, but a student is not allowed to check out a new book until the overdue book has been returned.

## ***When is the book due?***

I wish I had an easy answer to that one! Grades K-2 have books checked out for one week at a time. Grades 3-5 have books checked out for two weeks at a time. Each class comes to the library every week. We do not stamp the date due inside the books, but I will run a list of overdue books for teachers each week. When school is closed on your child's library day, we try to fit in time for a quick book exchange later in the week.

## ***How does a student know if a book is overdue?***

Overdue slips will be printed and sent home each week.

## ***What if it is lost or damaged?***

When a book has shown as overdue for two or three weeks, or a child reports it as lost, I will send you a letter listing the price for replacing the book. Your child's library privileges may be restricted until the book has been paid for. Most of our library books are hard-cover, library-bound books. These cannot be found at Borders or Amazon! The fee for a damaged book depends upon the damage and if it needs to be replaced.

## ***What if I find the book later, after I have paid for it?***

We will gladly refund your money when the lost book is returned!

We will be working on and reviewing how to be good library citizens by taking care of our books and returning them on time. Please encourage your child to share what they are learning with you.

Please consider volunteering here in the library. We always need help.  
Thank you for encouraging the love of reading in your child.

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