



Fremont Elementary Library

5110 El Camino Drive
Colorado Springs, CO 80918
(719) 328•5600 Fax (719) 260•8811

Library/Media Center Policies:

- **Hours and Access** – Fremont Elementary School Library/Media Center is open Monday through Friday from 7:30 a.m. - 3:00 p.m.
- **Library Cards** - Library cards are required for book check-out. Cards are issued yearly in the fall. Replacement cards are available from the district for \$2.00. Orders are placed in the library, and replacement cards usually arrive within 2 weeks.
- **Circulation** - Books are checked out for one week at a time. Kindergarten and 1st grade students may check out **one** book per week. Students, grades 2– 5, may check out **two** books per week. A book may be renewed twice as long as there is no hold/reserve on it. The student must bring the book to the library to have it renewed. Books are to be returned to the library book drop in the circulation desk. Students with an overdue book or fines will have limited access to library materials.
- **Reference Material** - Reference material must remain in the library or the classroom at all times. In special circumstances, a reference book may be checked out on an overnight basis only after 2:30 p.m. and is due back in the library by 8:00 the next morning.
- **ILL** - If an item is not available at Fremont's library, students and teachers may request materials from other D11 school libraries through the **Interlibrary Loan Service**. Please request an ILL with Mrs. Zorn at the circulation desk.
- **Overdue Books** –An overdue list will be emailed to classroom teachers at the beginning of every week. Teachers will notify the student of his/her overdue book. At the end of each quarter, overdue bills will be sent home via U.S. mail or with the report cards.
- **Lost Books** - Any books past due in the previous quarter will be considered lost. To clear a lost book record, a student must return, replace, or pay for the book.

Of course the best option for everyone involved is for the book to be returned where a replacement does not need to be purchased. If the book cannot be found, there are two options for replacement:

- ✓ Option 1 – Purchase a book with the same title, author, and ISBN to replace the lost book. Books can be purchased from local bookstores or amazon.com.
 - ✓ Option 2 – Pay the price of the book for Fremont's library to replace the book. The student will have limited access to library materials until his or her record is cleared. If the book cannot be located and payment is a financial hardship, an arrangement between the library staff and the parent will be made.
- **Damaged Books and Items** – Sometimes accidents happen. If a book or kit item is damaged, please return what is left to the library. The library staff will determine if it needs to be repaired or replaced and if any fines are applicable. Normal wear and tear is expected, and fines will not be assigned to those types of damages.
 - ✓ If the book can be repaired, the cost will be \$8.50. (This is the cost to Fremont to send the book to the bindery company.) In rare instances if the staff can repair the item, the cost can range from \$1.00 - \$5.00, depending on repairing material costs.
 - ✓ If the book cannot be repaired, the student must pay the cost to replace the book.
 - **Parent Help** - Parent volunteers are a vital part of the library operation. We encourage parents to contact the LTE at 328-5624 if they would like to help with shelving, circulation, repairing of books, and processing of new books. A district volunteer registration form must be filled out and on file in the office prior to volunteering.
 - **Book Donations** - Donations can be made to Fremont Library/Media Center for the purchase of library books in honor of or memory of a family member, friend, teacher, student, or other special person. A bookplate acknowledging the donor and recipient will be placed inside the book. The LTE will be glad to suggest titles. Please call Ms. Fore at 328-5624 for more information.