

Dear Parents and Students,

WELCOME BACK TO SCHOOL from the library staff! I am the media and technology specialist Mr. Schilling. This letter includes information about library policies and new things this year. Please read all information closely.

There is no need to sign a permission slip for your student to have library access. If you do not want your child to have access to any part of the Library Media Center, please fill out the attached form and return it to the library. Your child will have access to the Library Media Center including computers, internet access and book check-out unless this form is returned to the library staff. You will receive a phone call from Mr. Schilling if you choose not to allow your child access to part of the Library Media Center. If you want your child to have full access to everything the library has to offer, you do not need to return anything. Please return the included slip with your email address (or send an email request to bschilling@cromwellwright.k12.mn.us) to be sent automatic email reminders when you/your child's books are due.

School Website: Our school website includes the school calendar, lunch/breakfast menu, staff directory, weekly bus bulletin and so much more. In order to make our website the best it can be, we like to post photos of our students working in class and participating in all of the activities our school has to offer. We would also like to be able to display student artwork (including first name only) online. If you do not want your student's photo or artwork posted online, please contact the school office or principal.

Computer Lab: We pride ourselves in the technology opportunities we are able to provide for our students. Students will continue to have access to high quality software programs that allow them to create pod casts, movies, web pages, photo slideshows and other multimedia projects as well as write papers and create presentations right from our school computer labs. We expect all students and adult patrons to respect our technology equipment and treat it kindly. Anyone who abuses our equipment or computer lab in any way will have his or her computer lab privileges revoked. This includes eating or drinking in the labs!

Internet Policy: In library, and for a variety of other classes, students use the computer resources quite frequently. We have taken precautions to protect the information our students can view on the web through a web content filter, by educating students on the appropriate use of the Internet, and with adult supervision. Students who show inappropriate behavior online will be disciplined and may have their Internet privileges revoked. Please refer to the Policy for Acceptable Use of Technology Resources and the Internet on the school website: www.cromwellwright.k12.mn.us under District Policies.

Discipline Procedure: For a first time offense in the library, in addition to the consequence, the parents will be made aware through a written letter home and upon the second offense parents will receive a phone call about the child's behavior. On the third offense, the child will be referred to the principal and may be expelled from the library. Severe behaviors will be automatically referred to the principal.

ELEMENTARY LIBRARY POLICIES

Students in grades K-6 will be operating on an 8-day rotation schedule for library and computers. Students will have library checkout every 8 days. In conjunction with the classroom teacher, students on a periodic basis may have a lesson on technology and library skills.

Accelerated Reader (AR) is a reading program designed to test reading comprehension. Books are given a point value based on reading level, maturity level and length. When students finish a book they have the opportunity to take AR tests at school or at home. There is a link on the school website to the AR site. We will continue to offer an AR Point Club for all elementary grades. Students have the opportunity to earn prizes by accumulating AR points. Students will receive more information during their library time.

Parents may help students search for books from home through our library catalog. Go to our home page at www.cromwellwright.k12.mn.us and click on the library catalog link.

Students learn basic book care rules in library, but please help your student by selecting a safe, dry place to keep their library books at home. It's a good idea to always put them in the same place, away from areas where food and drink, pets and toddlers could cause damage and where they can be located quickly on library day. You may choose to keep books in the student's backpack in a high and secure place. Keeping the book in a plastic bag inside the backpack is a good idea during wet weather.

K-6 Checkout periods and limits:

Library checkouts will happen on an 8-day rotation and are limited to the following number of items and length of time:

Grade	Book	Limits	Checkout/Due Day
Kindergarten	1 book	8 school days	Day 3
Grades 1 (Painovich).....	2 books	16 school days	Day 2
Grades 1 (Lind)	2 books	16 school days	Day 1
Grades 2	3 books	16 school days	Day 8
Grades 3-4	4 items, limit 1 video	16 school days/8 days video	Both grades - Day 5
Grades 5	5 items, limit 1 video	16 school days/8 days video	Day 3
Grades 6	5 items, limit 1 video	16 school days/8 days video	Day 5

These limits can be exceeded for classroom projects. Please bring a note from your teacher stating how long you will need the item to the library staff to have your due date adjusted. Students may also renew books they are not finished with by bringing them to the library and checking them out again. This may be done 2 times unless the book is on hold for another student. Videos and other materials may only be renewed once.

Students in grades K through 2 may only check out books. They may not check out videos, magazines, audio or reference materials. Parents are welcome to come in and create their own adult account to check out these types of items.

Students in grades 3-6 have a number of items available to checkout other than books. These students may checkout one video, a reference book, an audiobook or music or an Alphasmart. All these items have a one week checkout limit except for an Alphasmart. Alphasmarks are available for one-day checkout ONLY. They must always be returned the next day. A student may not checkout more items than the total listed above, including these special items.

Our library has a very large elementary section for our K-6 students. They are only allowed to browse and checkout from the elementary side of the library and checkout movies rated G or PG. 6th graders may bring in a note from parents to allow them to also check out books from the high school side of the library or PG-13 movies. Elementary students, including 6th graders, are never allowed to check out books from the mature section of the library or movies rated R. Parents may send a note giving a student permission to check out a specific book or movie if needed.

Overdue, damaged or lost books:

You are responsible for all library materials until they are returned to the library return slot. It is the patron's responsibility to ask for a receipt when returning books. You will be charged for books that are lost in classrooms, left in lockers, disappear from backpacks, or are not at your home but didn't make it back to the library. Parents are welcome to return books for students if you feel they are not responsible enough to get them from their backpacks into the library return slot. Students with overdue or lost books will not be able to checkout until the items are cleared from your account.

Email notices are automatically sent out 3 days before your items are due. Please make sure the library has your email address by filling out the attached slip and returning it or emailing Mr. Schilling at bschilling@cromwellwright.k12.mn.us. If an item does become overdue, a notice will be sent home with the student after it has been overdue for 1 week. Books will be due one week before the last day of school on May 18th.

Sometimes accidents happen. If a book is damaged please return what is left to the library. We will determine if the book can be repaired or needs to be replaced and assess the appropriate fines. Fines are not assessed for normal wear and tear.

Any items that are more than 60 days overdue will be considered lost. To clear up a lost book and regain checkout privileges, students must return, replace or pay for the item. If this creates a financial hardship, arrangements may be made for the student to spend free time working in the library or school and/or loss of privileges. When a book is marked lost the library staff will determine the best course of action to help the student clear their record, taking into account the student's past track record, age and abilities, the cost of the book, family support in the matter and jobs needed in the school. In addition, if a student loses 2 books during a school year they will be required to keep their books at school for the remainder of the school year.

HIGH SCHOOL LIBRARY POLICIES

7th-12th Grade checkout periods and limits:

Library checkouts are limited to the following number of items and length of time for 7-12 grades:

8 items max including up to	8 books	4 weeks, 1 renewal
	1 video	1 week, 1 renewal
	2 reference books	1 week, 1 renewal
	1 audio item	1 week, 1 renewal
	1 Alphasmart.....	1 day, 1 renewal

These limits can be exceeded for classroom projects. Please bring a note from your teacher stating how long you will need the item to the library staff to have your due date adjusted.

7th-8th graders may checkout items from the elementary or high school areas of the library. They may not checkout items from the mature section or movies rated R unless they have written permission from a parent. 9th-12th graders may checkout items from all areas of the library.

Overdue, damaged or lost books:

You are responsible for all library materials until they are returned to the library return slot. It is the patron's responsibility to ask for a receipt when returning books. You will be charged for books that are lost in classrooms, left in lockers, disappear from backpacks, or are not at your home but didn't make it back to the library. Parents are welcome to return books for students if you feel they are not responsible enough to get them from their backpacks into the library return slot. Students with overdue or lost books will not be able to checkout until the items are cleared from your account.

Email notices are automatically sent out 3 days before your items are due. Please make sure the library has your email address by filling out the attached slip and returning it or emailing Mr. Schilling at bschilling@cromwellwright.k12.mn.us. Items will be due at the end of the 1st semester on Jan. 20th and 1 week before the last day of school on May 18th.

Overdue fines are \$0.10 per day overdue for grades 7-12. Fines will accumulate until the item is returned, marked as lost or until the maximum overdue fine is reached. Damage fines will be assessed to all patrons who return items that are damaged. Damage fees vary depending on the extent of the damage and whether or not it is repairable. Items that are damaged beyond repair will be charged the replacement fee for that item. Fines will also be assessed for papers that are not picked up off the library printers- \$0.10 per page of black and white or \$0.25 per page of color.

Any items that are more than 60 days overdue will be considered lost. To clear up a lost book and regain checkout privileges, students must return, replace or pay for the item. If a student loses 2 books during a school year checkout privileges may be adjusted or revoked as deemed appropriate for the remainder of the school year.

High schoolers who have overdue books and/or unpaid library fines need to clear their account in a timely manner. Consequences will be as follows for accounts with over dues or unpaid fines:

- 3 days before book is overdue email will be sent to those who have their email address on file**
- 1 day after book is due fines begin to accumulate at \$0.10 per day, no checkouts until cleared**
- 1-2 weeks after book is due notice is given to student**
- 3-4 weeks after book is due notice is mailed home to parent**
- 4 weeks after book is due student will begin to receive detention until account is cleared**
- 60 days after book is due book will be marked lost and full payment for the book will be due**

ADULT PATRON LIBRARY POLICIES

We encourage community members to utilize our library and computer lab facilities. Please contact the library for more information.

Adult checkout periods and limits:

Library checkouts are limited to the following number of items and length of time for 7-12 grades:

- 10 items max including up to 10 books 4 weeks, 1 renewal**
- 3 videos 1 week, 1 renewal**
- 2 reference books 1 week, 1 renewal**
- 1 audio item 1 week, 1 renewal**

In addition to an individual adult patron account, we offer a family account. Checkout limits for a family account are:

- 25 items max including up to 25 books 4 weeks, 1 renewal**
- 3 videos 1 week, 1 renewal**
- 2 reference books 1 week, 1 renewal**
- 1 audio item 1 week, 1 renewal**

Adult patrons may checkout items from all areas of the library.

Overdue, damaged or lost books:

You are responsible for all library materials until they are returned to the library return slot. It is the patron's responsibility to ask for a receipt when returning books. Patrons with overdue or lost books will not be able to checkout until the items are cleared from your account.

Email notices are automatically sent out 3 days before your items are due. Please make sure the library has your email address by filling out the attached slip and returning it or emailing Mr. Schilling at bschilling@cromwellwright.k12.mn.us. Items will be due one week before the last day of school on May 18th.

Overdue fines are \$0.10 per day overdue for adult patrons. Fines will accumulate until the item is returned, marked as lost or the maximum overdue fine is reached. Damage fines will be assessed to all patrons who return items

that are damaged. Damage fees vary depending on the extent of the damage and whether or not it is repairable. Items that are damaged beyond repair will be charged the replacement fee for that item.

Any items that are more than 60 days overdue will be considered lost. To clear up a lost book and regain checkout privileges, patrons must return, replace or pay for the item.

Contact Information: Feel free to call, send a note or E-mail me if you have any questions. My number is 644-3737 ext. 3000, you may leave a message on my voice mail and I'll call you back as soon as possible. My E-mail address is: bschilling@cromwellwright.k12.mn.us. My school hours are 7:45 AM-3:45 PM.

I am looking forward to a very exciting and rewarding year!

Sincerely,
Mr. Schilling

Library/Media Denial of Access Form

Please complete, sign and return this form only if you DO NOT want your child to have full access to the Library Media Center and/or DO NOT want your child's photo and/or artwork displayed on the Cromwell-Wright School website. Please refer to the Internet Acceptable Use Policy on the school homepage under District Policies. If you wish to have a print copy, please contact Mr. Schilling at 218-644-3737 ext. 3000.

Denial of Internet Access

I, _____ (print name of parent/guardian) do NOT want my child/children to have access to the Internet. I understand that this means my child/children will NOT have access to the school computers in any way at any time.

Denial of Checkout Privileges

I, _____ (print name of parent/guardian) do NOT want my child/children to have library checkout privileges. I understand that this means my child/children will NOT be able to remove any items from the library at any time.

Denial of Photo Usage

I, _____ (print name of parent/guardian) do NOT want my child/children's photos and/or artwork displayed on the school website. I understand that full names will never be listed online and the risk to my child is minimal, however I still do not want their pictures displayed.

Please list the children this applies to:

Name: _____ Grade: _____

This restriction will remain in effect until the parent/guardian requests a release of access denial for their child/children in writing to Mr. Schilling.

Parent Signature: _____