

# Tower Grove Christian School Library

## Library Visits

AE-6<sup>th</sup> grade students visit the library weekly for thirty minutes each session. During this time, students are taught library skills, read stories and award books, and may return and checkout books.

Middle and High School students have various reading lists and may visit the library when needed.

## Fine Guidelines

- Late Charge = 10¢ for each day the item is past due – Notices are sent home weekly.
- Missing or damaged pages that can be repaired = 25¢ for each damaged page.
- Missing or damaged book beyond repair = cost of book and an additional \$4.00 processing fee.
- Missing barcode = 50¢
- Lost library card = \$1.00
- Report Cards will be held for past due Library Materials and fines over \$1.00.
- The replacement cost of any Library Materials that have not been returned by the last day of the current school year, will be charged to your account.

## Loan Procedures

- AE & Kindergarten – Loans will be given to teachers only.
- 1<sup>st</sup> Grade – Limit of 2 books with a 14-day loan period. Books must be kept at school until further notice.
- 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Grades – Limit of 2 books with a 14-day loan period. Books may be taken home.
- Middle School – Limit of 3 books with a 21-day loan period.

- High School – Limit of 4 books with a 21-day loan period.

### **Statement of Concern about Library Resources**

The TGCS library takes very seriously all concerns about inappropriate library resources. A Statement of Concern form is available in the library if there is ever a problem concerning a library resource.

### **Donation Guidelines**

The Tower Grove Christian School Library is pleased to accept gifts and/or memorial gifts. Gifts are gratefully and willingly accepted as long as no restriction is placed upon their use. Acceptance of gifts (of books and other library materials) will be determined by the library associate on the basis of their suitability to the library's purposes and needs in accordance with the selection process. Any material donated will be the permanent property of the TGCS Library and is not returnable. The library associate will determine use or disposal of all gift materials. The library has the right to discard any gifts in poor physical condition (e.g. brittle paper, water or mildew damage, torn, and/or missing pages). Please observe the following guidelines when donating books to the library:

- Donations need to have a copyright date within the last 5 years unless:
  1. It is a series book (Berenstain Bears, Boxcar Children, etc),
  2. It is a classic book, (Black Beauty, Red Badge of Courage, etc.), or
  3. It is a biography of a deceased character (Abraham Lincoln, Clara Barton, etc).
- Donations should be in good condition barring:
  1. ink, crayon, or pencil markings
  2. brittle, yellow, torn, or missing pages
  3. mildew or stained bindings or pages
  4. physically worn books – page corners turned up

### **Monetary Donations**

The library accepts monetary donations. There is a list of accepted books that may be donated or that can be obtained by monetary donations. Please send all monetary donations to the Business Office. All donations are tax deductible.

Respectfully submitted,

*Mrs. Hoelker*

TGCS Library/Media Specialist

## STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Tower Grove Christian School wishes to thank you for your interest in the library and its resources. The library takes very seriously all concerns expressed by patrons and attempts to respond as quickly as possible. To ensure that your concern is given careful consideration, the review process may take as long as four weeks.

Date \_\_\_\_\_ Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Patron represents: \_\_\_\_\_ Self \_\_\_\_\_ Other \_\_\_\_\_ Organization/Group  
Name of Organization/Group \_\_\_\_\_

Resource on which you are commenting:  
\_\_\_\_\_ Book \_\_\_\_\_ Magazine \_\_\_\_\_ Newspaper \_\_\_\_\_ Library program  
\_\_\_\_\_ Audiovisual \_\_\_\_\_ Other

Title \_\_\_\_\_  
Author/Producer \_\_\_\_\_

(Use back of sheet if necessary.)

1. To what in this material/program do you object? Please be specific and give page numbers if applicable.
2. Did you review the entire material/program? If not, what parts did you examine?
3. What do you feel might be the result of reading, viewing, or listening to this material/program?
4. What do you feel is of merit about the material/program?
5. What do you see as the purpose of this material/program?
6. What would you recommend the library do about this material/program?

Please complete this form and return to the library or mail to:

Mrs. Hoelker  
Librarian  
Tower Grove Christian School  
4257 Magnolia  
St. Louis, MO 63110