

Check-out Guidelines/Policies for Mission Parish School Library

Check-out Guidelines

Only one book per student may be checked out of the library at a time for a 2-week period.

You may renew the book one time for an additional 2 weeks, but must do so before or on the due date (the book does not need to be presented for renewal).

Books may be put on Hold for a one-week period.

Overdue & Lost Book Policies

Books are due 2 weeks after the checkout date.

Students with overdue books will be given the following notices:

1st Notice – a notice will be given to the student.

2nd Notice – a notice will be sent home to parents when the books are 4 weeks overdue.

3rd Notice – a notice from the principal will be given when books are 6 weeks overdue.

Students with overdue books will not be allowed to check out books from the library.

While there are no fines for overdue books, if a book becomes lost or damaged, it must be replaced with the exact same title before additional books may be checked out.