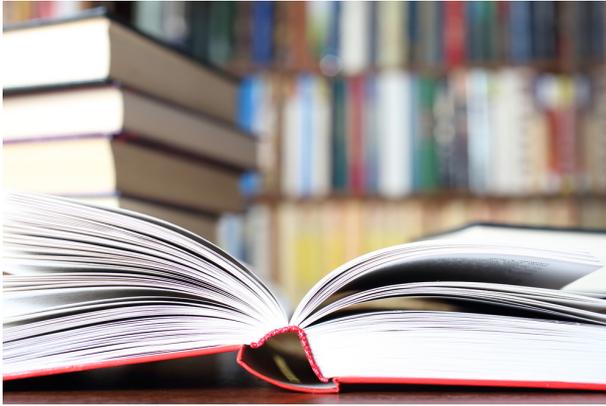


Library and Textbook Policy



The K-12 outreach library serves both the school community and Latter-Day Learning Home-School families. The stacks in our library contain family-friendly books at all grade levels. We strive to provide quality literature that invites the spirit and a love for reading. We acquire library materials through donations as well as from the proceeds of a bi-annual book fair held in conjunction with Parent-Teacher Conferences. Donated items are carefully screened for content and age-appropriateness before being placed into circulation.

The library also serves as the textbook distribution center of the school. All textbooks will be checked in and out through the library. The following are guidelines for proper care and handling of all textbooks:

1. Students should report a lost textbook to the library as soon as possible (lost textbooks are often returned to the library).
2. Each book has an individual barcode associating it with the student who checked it out. Please do not remove or destroy this barcode. Textbooks are recognized in our library system by the specific barcode on the book and are checked out specifically to each student.
3. Our textbooks are issued in various conditions. Efforts are made to maintain and repair textbooks as needed. Students should return the book they are issued at the end of the year in the best condition possible. If you have concerns as to the condition of your book at the beginning of the year, please contact Mrs. McConkie in the library at mmconkie@ahsmail.com. Textbook condition is noted in the front of the book. Misuse of textbooks beyond normal wear-and-tear may require reimbursement to the school, disciplinary action, or both. Writing and drawing on the original book cover is not permitted.
4. Please make every effort to properly handle your book. Keep books away from water, food, pets, etc., and handle carefully in backpacks and lockers. Covering your book with some type of book cover is recommended. Please make sure the cover fits properly – covers that are too small will cause damage to the cover and spine.
5. All books will be returned at the end of the year. If a student transfers out of a class and no longer needs the issued book, it should be returned to the library as soon as possible. Fines will be assessed for excessive damage or lost textbooks. Yearbooks and final report cards will be held until all school materials are returned or fines are paid.

Parents are welcome and invited to serve in the school library as part of the 30 hours of required service. We have opportunities to help preview donated materials, returning books to circulation, or helping with Patriot Book Group – a book group held weekly for students first through sixth grade.

If you are interested in serving in the library, please contact Mrs. McConkie at mmconkie@ahsmail.com.