

Borrowing Policy School Year 2016/17

Krisjann VanOpdorp Bücherei der Deutschen Sonnabendschule Boston

Borrowing Items

Book, DVD, software and CD returns and check-out are every Saturday morning that German Saturday School regular classes are held at Diamond Middle School in Lexington. The library is open from **9:15 to 12:00 p.m in the cafeteria.**

Any item can be borrowed **for 3 weeks** and be renewed for as many times as desired. Please make an effort to either return the items on time or renew the items punctually. In the case of a long school break or a class cancellation, please return the items on the next Saturday that classes take place. In the event of illness or emergency, email the library Co-Directors directly at librarygssb@gmail.com and we will help you find a solution of how to return the books.

Check-out Procedures

Check-out

Please note: Teachers have priority in check-out lines before the start of classes at 9:25am.

There are **two lines for checking-out items at the start of the school day.** Please give the library volunteer your last name and, if necessary, the town that you live in. A supervising adult must accompany any student under 11 checking out any items before school or during the first school break. Items borrowed must be handled with care. **It is essential that Library items never be left unattended in the hallways!**

Returns

All items are to be placed in the RETURNS bins. The Returns line must be used to resolve any problems/missing items/damages with the volunteer assigned to Returns or with one of the Library Co-Directors.

Before returning, **please help us by:** VERIFING the CONTENTS of plastic bag sets, that the title you are returning matches the title on the DVD or CD/software case and that all items are in the bag. Please also make sure DVD's and CD's have the actual disc inside the case. **Mismatches will remain on the borrower's account, and the PER ITEM late fine will apply.**

Common Problems and FAQs

Account Problems

Please let a library volunteer know if you do not have an account yet or have any other library account problems. Library Co-Director Yolyett Hohmann can assist you.

Overdue Fines

If returned late there will be a **one time late fee of \$0.50 per item.** In the case of a long school break or a class cancellation, fines will be waived automatically.

Damaged Items

If you notice damage at home, please attach a post-it note to the item outlining the damage. The borrower is expected to pay the full replacement cost or replace the item if irreparable damage is done to the item while under the borrower's responsibility.

Lost Items

If an item is lost, the borrowing family is expected to pay the replacement cost or to replace the item themselves. If an item has not been returned for more than 100 days, the replacement cost will be automatically charged to the borrowing families' account.

Frozen Borrowing Privileges

If a borrowing family owes over \$10 in fines or have over 40 items checked out at one time, the families' borrowing privileges will be frozen until such time as the issue(s) are resolved.

Other

Donations of German children's books, CDs, DVDs or CD-ROMs are gratefully accepted at any time prior to the Fleamarket in early Spring. Your participation in all Library initiatives – the Teacher Dankeschön Program, the Thema der Woche, the Fleamarket - is invaluable!