

## Library Media Center

This is just to be sure everyone is aware of the existence of a policy practiced by the Overbrook and Scranton Library Media Centers to help students and their parents with over due books. This applies only to students (teachers are exempt).

Over due policy for students:

Students who have not returned, or renewed, their book(s) before they are over due will not be allowed to check out materials until they bring the over due book(s) in to renew or return them.

Teachers are informed each Friday of their student's over due books, to give the student a reminder and opportunity to find the book(s) while they are familiar and before they are forgotten about at the end of the year.

Parents are mailed a letter after the book(s) are over due three weeks, so they can have the opportunity to find them/or pay for them if the materials are known to be lost. The parents are able to take an active part in recovering the book(s) before they are a forgotten experience, and to work with their child if they have a habit of losing track of their books. Children who habitually lose books need all the help they can receive to correct a behavior trait that will include other items too and become a life long expensive burden.

The "field tested" reasons include:

- 1). Students learn to be responsible for their library materials.
- 2). Parents are not over burdened with payment for lost materials, which can be very expensive (depending upon what was lost).

Thank you for your cooperation.

Ruth Kelly