

Sinai Temple Blumenthal Library at Alice and Nahum Lainer School Circulation Policy

The Blumenthal Library at Alice and Nahum Lainer School has established the following circulation policies for the greater Sinai Temple community in order to best meet the needs of our patrons. Any questions or clarifications regarding the policy, described below, should be directed to Martha McMahon (mmcmahon@lainerschool.org) and Alex Quay (aquay@lainerschool.org).

Please note that regardless of the age or affiliation of the patron, every patron is responsible for the items that have been checked out under their name.

Circulation Policies for Lainer Students

General Policy Information

- In order to check out a book, the student must have returned their previous library materials.
- The student's library books are due at their next library class time, but may be renewed two times.
- When extra time or additional books are necessary to complete class assignments, teachers should see the librarian so that special arrangements can be made.
- If students would like to have the library put aside an item for them to check out at a later time or if they are interested in an item that is currently checked out by someone else, the library can put that item on hold for them.
 - Students are permitted to place one item on hold at a time.
- The details below explain the amount of items and allotment of time that are allowed for each grade at Alice and Nahum Lainer School.

Books

ECC

- Preschool students do not check out books.

Kindergarten

- Kindergarteners may check out 1 book for 1 week. During the first half of school year, their library books are kept in their classroom. After Winter Break, the students may take their books home.

First grade

- Students may check out 1 book for 1 week.

Second grade

- Students may check out up to 2 books for 1 week.

Third grade

- Students may check out up to 3 books for 2 weeks.

Fourth Grade

- Students may check out up to 4 books for 2 weeks.

Fifth grade

- Students may check out up to 4 books for 2 weeks.

Middle School

- Students may check out up to 4 books for 2 weeks.

DVDs

ECC to 1st grade students do not check out DVDs. Students in 2nd-8th grades may check out DVDs from the children's section only. Second grade begins checking out DVDs after Winter Break. Students may check out 1 DVD at a time, and they must also check out a book or have a book already checked out in order to gain DVD check out privileges. DVDs are checked out for the same amount of time as books (see above).

Technology

Headphones, Chromebooks, and Hebrew Keyboards are available for Middle School students only to checkout from the library. These items must be returned by the end of the same day they are checked out and cannot be taken home. Failure to return these items in a timely manner and/or leaving these items behind in class may result in loss of checkout privileges. Chromebook checkouts are limited to 5 per trimester, per student, as per the AUP BYOD Supplement.

J-STEAM Materials

J-STEAM toys and games may be checked out by students for use in the library only. Students need a parent or other adult to check-out J-STEAM items to take home for a 1 week period with 2 renewals.

Circulation Policies for Lainer Faculty and Staff

- Lainer faculty and staff are permitted to check out an unlimited number of items for approximately month and can be renewed as needed.
- If teachers decide to loan items to students, the teachers must keep a list of which items were loaned to which student, so that students can be held responsible for replacement costs if items are lost.
- For some popular titles, faculty and staff may be contacted by email with a request for early return.
- The library has a small selection of digital cameras that may be checked out for use on school field trips and for other school events.
- Lainer faculty and staff are also welcome to check out one of the Library's Kindles, which have a wide selection of ebooks in a variety of genres.
- Most J-STEAM toys and games may be checked out and taken home for 1 week and can be renewed 2 times.

Circulation Policies for Lainer Parents, Temple Members, and Temple Staff

Lainer parents and Sinai Temple members and staff can open an account with the library at any time; simply visit the library to provide a name and contact information so that we may add you to our system.

- Patrons may check out up to 10 items for 2 weeks.
- Parents, temple members and staff are also welcome to check out one of the Library's Kindles, which have a wide selection of ebooks in a variety of genres.
- During the Caldecott and Newbery Clubs (January - May), we ask that parents only take out **5 award-winning titles at a time**, so that all families may have equal access to the titles in that part of the collection.
- Most J-STEAM toys and games may be checked out and taken home for 1 week.
- All items may be renewed up to two times.

Overdue notices

When an item is overdue, patrons will be notified via email that the book needs to be returned. For students, their parents will be notified.

Fines and Charges

The library does not collect late fees, but if a book is lost or heavily damaged, we will ask that the patron (or if a student, the patron's family) cover the cost of the replacement of the book. Patrons (or patrons' families) are welcome to directly purchase a replacement themselves to give to the library if they choose.

Twice per year, once before winter break and once at the end of the year, a list of patrons with unreturned books that are more than 4 weeks overdue will be submitted to the accounting department for charges to be assessed on the patron's temple account.

Standard charges are:

- \$25 for hardcover books
- \$15 for paperback books
- \$10 for magazines/pouches.

If patrons have communicated with library staff about their overdue books and are making best efforts to find or replace the item, charges will not be assessed.

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