

St. Matthew Catholic School, San Antonio, Texas
2017-2018 Student- Parent Handbook

LIBRARY

The library serves the students, faculty and staff of St. Matthew Catholic School. It provides educational reading and research materials, as well as, materials for recreational reading. The library is to be used for checking out books, reading and doing research. Reference books are to be used in the library and may not be checked out.

SCHEDULED LIBRARY TIMES AND OVERDUE BOOKS

All students will have a weekly library period. Students are expected to adhere to the Cardinal Rules and all library rules, including maintaining a quiet atmosphere.

The overdue policy is as follows: one (1) can of food or other non-perishable food item for each book overdue 1 to 7 days. For each additional seven-day period, an additional can of food or other non-perishable food item will be required. (Therefore, two (2) food items will be due per book if the book is 8 to 14 days overdue.) Food items will be given to our parish St. Vincent de Paul.

A damage charge will be assessed on any library book returned in a damaged condition, excluding normal wear-and-tear. If a book is returned with irreparable damage, the student will be required to pay the full cost for replacement of the book. Restitution for lost books is the full value of the lost book. Students with an outstanding item on their library account (overdue books and/or fees for damage or lost items) will be unable to check out library books until the account is cleared. The library will be open to students from 7:45 a.m. to 3:00 p.m. Students doing research may use the library until 3:30 p.m. with a written note from parent/guardian.