

**St. Matthew Catholic School, San Antonio, Texas**  
**2018-2019 Student- Parent Handbook**  
**SECTION 25**

**LIBRARY**

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**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**

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 library will be open to students from 7:45 a.m. to 3:00 p.m. Students doing research may use the library until 3:45 p.m. with a written note from parent/guardian.

**OVERDUE BOOK POLICY and FINES**

If a student has an overdue book (7+ days), check out privileges will be suspended until outstanding books are returned. The overdue fine 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.

Any student with an overdue book for a period of 6 weeks will be billed the replacement cost for the outstanding book through FACTS. At that time, the

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student's library account will be cleared of the lost book and book checkout privileges will be reinstated.

**LOST BOOK POLICY**

If a student loses a library book, the full cost of replacement will be assessed. Students may bring a check or cash to cover the cost. Once payment is made, the student's checkout privileges will be reinstated.

If a paid book is returned during the current school year, the cost of the replacement will be refunded. Books returned after the end of the current school year will not result in a refund.

**DAMAGED BOOK POLICY**

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