

Library Services

School Year 2024-2025

Library Hours

- **Monday to Friday:** 8:00 AM - 4:00 PM
 - **Saturday:** 9:00 AM - 12:00 PM
 - **Sunday:** Closed
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Borrowing Policies

- **Student Borrowing Limit:** 3 books at a time
 - **Borrowing Period:** 2 weeks (with one renewal allowed)
 - **Renewals:** Books can be renewed once for an additional 2 weeks if there are no pending requests for the same book.
 - **Overdue Fines:** \$0.25 per day per book
 - **Lost or Damaged Books:** Parents will be responsible for the replacement cost of lost or damaged books.
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Available Resources

- **Books:** Fiction, Non-Fiction, Reference Books, Encyclopedias
 - **Magazines and Newspapers:** Latest issues of popular magazines and newspapers
 - **Digital Resources:** E-books, Audiobooks, Online Databases
 - **Computers:** Available for research and homework purposes
 - **Study Areas:** Quiet study areas and group study rooms
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Special Programs and Services

- **Story Time for Young Readers:** Tuesdays and Thursdays at 3:30 PM
 - **Homework Help:** Available Monday to Thursday from 3:30 PM - 5:00 PM
 - **Book Clubs:** Monthly book club meetings for different age groups
 - **Research Assistance:** Help with finding and using library resources
 - **Reading Challenges:** Annual reading challenges with prizes for participants
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How to Borrow Books

1. **Library Card:** Students need a library card to borrow books. Cards can be obtained by filling out a registration form at the library.
 2. **Checking Out:** Bring the selected books to the circulation desk for check-out.
 3. **Returning Books:** Return books to the designated return bins or at the circulation desk.
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Contact Information

- **Librarian:** Mrs. Parker
 - **Email:** parker.library@school.edu
 - **Phone:** (123) 456-7890
 - **Library Website:** www.school.edu/library
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Additional Notes

- **Library Orientation:** New students are encouraged to attend the library orientation session at the beginning of the school year.
- **Volunteer Opportunities:** Parents and students can volunteer to help with library events and activities. Please contact Mrs. Parker for more information.
- **Library Newsletter:** Sign up for the monthly library newsletter to stay updated on new arrivals, events, and programs.
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