



**First Lutheran School**  
ENGAGE. INSPIRE. ACHIEVE.

## LIBRARY PROCEDURES and USE

**2021-2022**

Please read the following library procedures and policies and then return to the registration form on Beehively to acknowledge and sign the agreement for your child to check out materials from the library.

All classes – transitional kindergarten through eighth grade – are scheduled for weekly library visits, either as a class or in small groups. Please check with your child's teacher regarding the day of the weekly class visit.

- **Students in Transitional Kindergarten through second grade** may check out one book at a time. After Christmas break, a note will go home to second-grade parents regarding student permission to check-out up to three books at a time. **Students in grades four through eight** may check out up to four library items at a time.
- **Students may keep library materials for two weeks, and then may renew books one time by bringing them to the library for renewal.** Extended due dates will be given for long-range reports and projects. Late notices and lists will be sent to classrooms monthly to keep students, teachers and parents aware of the status of library books/items that students have checked out.
- **Library materials that have been damaged, misplaced or lost must be paid for.** If a student has paid for a lost item that is later found and returns the item before the last day of the current school year, the cost of the item will be refunded. However, students who have lost a library item completely or who returns an item after the last day of class, are responsible for the nonrefundable replacement cost of the item, in addition to a nonrefundable \$5 library fine. All library charges and fines must be paid before the student's final report card packet will be released. The library is closed during the summer.
- **Please be careful to return First Lutheran library materials to our campus library** and NOT the public libraries or other schools. The library at First Lutheran Church & School is a private facility and is not affiliated with the City of Torrance or any other public school library system. Other libraries are not obligated to return to us items that make their way into their systems.

If you have questions, please contact the FLCS Library staff at [library@flchurch.org](mailto:library@flchurch.org) or the School office at [school@flchurch.org](mailto:school@flchurch.org).

Thank you.