

William Lehman Elementary Library Media

Student Checkout Limits

-Kindergarten – 2nd grade: Students may borrow one (1) book.

-3rd – 5th Grade: Students may borrow two (2) books.

-If a student finishes his/her book before their next book exchange day, he/she may stop by the library to return it and/or check out a new one.

Lost or Damaged Books

-Patrons are financially responsible for the full replacement cost of any library materials lost or damaged beyond reasonable repair.

-Payment must be submitted to the library in cash, or a check made payable to William Lehman Elementary School.

(Accidents do happen, but we encourage students to be responsible by keeping their library books in a safe place)

Q: What is the policy if a student does not return all borrowed materials on their library day?

A: An overdue notice will be sent to the parent or guardian for any unreturned items. The student may check out new materials if the total number of books they have does not exceed their grade-level limit. For example, a student with a two-book limit who returns one item may then check out one new item.



Library Media Rules

1. Listen to the adult in charge.
2. If you need help, please ask.
3. Be respectful to others.
4. Remember to treat books nicely.
5. Always use your shelf marker.
6. Return books on time or renew them.
7. Your manners and cooperation are appreciated!