

JYMS Library Student Procedures

Providing your child with plenty of engaging books to read across every genre is the library's number one priority. Our John Yeates Library is organized by genre so you can find what you are interested in quickly! If you are not sure what type of books you like, stop by and talk to us. We love helping students figure out what is right for them.

Library Rules and Responsibilities

Borrowing Books

- Students may borrow two books at a time. Books can be kept for two weeks at a time. If someone else has not placed that book on hold, it can be renewed one time.
- Students are responsible to handle library books with care, since they are for everyone to share. Please keep books away from pets, food, and all liquids.
- Any book damage should be reported to the library as soon as possible so we can attempt repairs. This could prevent fines on the student's account.

Returning Books

- Students may return books at any time. They can be placed in one of the book drops (there is one at each entrance) or brought to the circulation desk in the library.
- The due date will be stamped on the back of the book. If you are unsure of the date, you can log on to Destiny (found on the student portal) and view your account.

Library Fines & Fees

- Late fees are .05 cents each day late. Late fees will not accumulate past \$2.00.
- We will give students a 'grace period' of four days before late fees are applied to their account. Please be mindful of your due date and renew if needed!
- If a book is lost or damaged beyond repair, a fine for the cost of the book will be applied to the student's account. Students who owe fines for a lost/damaged book may not check out any more library materials until the item is paid for.

Notification

- It is important that each student learns how to access their account on Destiny. The login information is the same as logging on to a school computer. They can access this account at any time to view current checkouts, holds, due dates and/or fines on the account.
- Notices will be sent by email on a weekly basis. Printed out notices will be sent after the first semester and at the end of the school year.

We hope all students will read and enjoy many books while attending John Yeates!

Your librarians: Ms. Moyers & Mrs. O'Leary