Circulation Policy:

Books and audiovisual materials can be checked out by students and faculty for three weeks and may be renewed at any time before they are overdue. Returns are encouraged at any time. This is considered a student's responsibility. Paper overdue notices are sent to the homeroom teacher for distribution. Email overdue notices are sent every Thursday to student email addresses. If a book is not returned library privileges are restricted and the student's name is sent to the Vice Principal. Overdue books result in the loss of library computer use, sign out privileges, and study hall pass opportunities until the loss is resolved. If a book is lost or damaged, the student is responsible for the cost of the replacement.

The above policy applies to materials owned by the Foster-Glocester School District as well as materials borrowed from other schools or public libraries through InterLibrary Loan Program.

Interlibrary Loan

All books and audiovisual materials in circulation are available for interlibrary loan. Library staff and patrons can submit interlibrary loan requests. Interlibrary loan requests will be filled at the discretion of the school librarian. Local patron hold requests take precedence over interlibrary loan requests for the same item. Items that are specifically reserved for in-library or classroom use are temporarily excluded from interlibrary loan as needed. ILL requests will be filled (or declined) as quickly as possible. There are no interlibrary loan fees or overdue fines. Lost or significantly damaged items must be paid for at the cost of replacement. In certain circumstances, a replacement copy may be accepted. Items borrowed through interlibrary loan have a 35 day loan period and can be renewed one time.