

JICS LIBRARY

Hours: 7:30 a.m. – 3:45 p.m. and Friday, 7:30 a.m. – 2:15 p.m.

The James Irwin Charter School Library function primarily as a quiet area in the school where students do research, complete assignments, read and quietly study. Teachers reserve library time during the day for specific classes needing computer and library resources.

The daily schedule allows a minimum time for extensive research. The student's approach to research must be specific and teacher-approved. The outlined assignment is given to the librarian to assist individual students in their research from the books reserved by teachers and from accompanying web sites.

Since the JICS Library is a small beginning library, in addition to the school library resources, students are encouraged to use the public libraries for additional materials. These resources can compliment needed references.

The computers in the library, whether used during lunch or study periods, are for class research projects and word processing only. **Students are not allowed to play games, surf the net (unless for a specific pre-approved class project), access e-mail, or instant messenger while using the computers.**

Check-out and Return of Borrowed Books

- Books can be **checked-out** for a period of **2 weeks**.
- There is an **overdue fee** of **.10¢ per day, per book**.
- Books returned **damaged** are subject to minimum repair fine of **\$5.00** (fee may be higher depending on the amount of damage).
- If the book is **lost or damaged beyond repair**, the fee charged is the **price of the book plus a \$5.00 restocking fee**.



JICS TEXTBOOKS

Students are responsible for the care of each textbook issued to them. Damaged or lost textbooks should be reported immediately. Below is a list of fines for damaged and lost textbooks. A new book will not be issues until the fines are paid.

Upon receiving textbooks and throughout the entire semester/year, students should:

- Inspect the text for damage and immediately (**the same day**) report to the librarian or teacher any damage found.
- Cover the book and keep it on until it is time to return the book. Do not tape, glue, or adhere covers so that the book is damaged; also, no stretchy covers as the main book cover (these are sometimes tight, can damage corners, and do not offer sufficient protection).
- Students are to keep all textbooks free of paper. Over stuffing textbooks with paper stresses the binding.
- Do not write in the text (except for some workbooks) and make sure to keep pages free of pencil or other marks.
 - **Report any damage to the librarian for repair; do not attempt to repair the book yourself.**
 - **Report any water damage immediately. If the book gets wet, fan pages and keep book upright to dry the pages.** A wet book left unattended may develop mold and pages may stick together.

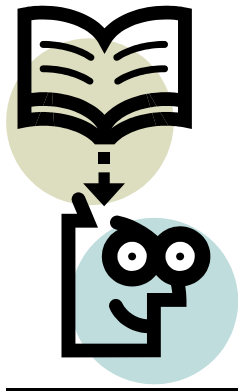
JICS TEXTBOOK FINES

Fines:

- For, **lost textbooks check first with the librarian.** If your book is found there, a fine of .50¢ is required before retrieving the book.
- A damaged book or a book with scribbles and writing has starting fine of \$5.00. Fine will be determined by the Librarian based on the extent of the damage or markings.
- A lost book has a replacement cost plus a restocking fee of \$5.00. This means the cost could be anywhere from \$18.00 and up.
- If the spine of the book is broken, the fee is \$20.00.

Please note, textbooks are expensive, prices range anywhere from \$5.00 - \$20 for paperbacks and \$45.00 – \$130.00 for hardback texts. So be careful and keep them in good condition.

- ❖ **If a student disenrolls from a class or leaves the school, the books must be returned to the librarian. If all books and/or fines are not returned or taken care of, the student will not receive their transcript.**



The Library is a quiet zone.