



LIBRARY POLICIES

- Library hours are during lunch break twice per week from 1:15 to 2 pm.
- Only current NWST students and parents can use the library services. Primary and kindergarten memberships are included in school fees.
- Kindergarten students must be accompanied by a parent or teacher in order to check out books.
- Each child may take a maximum of 2 books for a maximum of 2 weeks. (The exception is Class 1/Term 1 who are allowed to take 1 book for 1 week while they learn the library system.)
- Books must be returned or renewed within the 2 week loan or the student will be fined 50 kes per week overdue.
- Books can be returned during library hours or to the book return baskets in the office or kindergarten.
- To renew a book and keep it longer, students must come to the library to request to renew the book or a parent may email, call, or text library staff. A book can be renewed a maximum of 2 times (ie. 6 weeks in total) before it must be returned to the library.
- In case of lost or damaged books, students will be required to pay for or replace the book(s). Prices vary depending on the book and the amount owed will be determined by library staff. If a child loses 3 books they will not be able to visit the library for the remainder of the term.
- If a child fails to pay for or replace lost or damaged books, their parents will be contacted by email or phone. The child will not be allowed to borrow books until payment has been received.
- All fines are used to re-stock the library.
- Board games and puzzles are also available to check out from the library. Because pieces can easily get lost, we ask that parents supervise the use of the games and puzzles at home. Each game/puzzle has an inventory list of pieces to check for before returning to the library. If pieces are lost, the student will be required to pay the replacement cost for the game. Parent permission is required to borrow games and puzzles.
- No loud or inappropriate behavior will be accepted in the library. Children will be asked to leave if they exhibit inappropriate behavior and do not respond to requests by library staff. They will be allowed to return the following week.

Library Contacts

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The library is run by volunteers. Donations of new or gently used books or funds for supplies, books, and resources are always accepted. Your support and adherence to the library policies are appreciated.