

Dear Lower School Families:

Part of the library curriculum in the Lower School is the development of a sense of responsibility for our community involving the circulation of books. While we love seeing books leave the library and make their way to your homes, we equally love seeing the books slide into the return slot! Next week the library will begin sending out overdue notices to students. Returning families may have noticed that this process is beginning later this year. We wanted to take this opportunity to let new families know about how overdue notices work at LREI in the Lower School.

1. Don't panic! Children get overdue notices as a matter of course.
2. We do not issue fines. If a book is late, it's just late. We are happy to get the book back, even if it's been overdue for a long, long time!
3. If your child has lost a book, we do not expect payment. We like for children to replace the lost library book with a book from their own collection. If the library book was hardcover, we would like a hardcover in exchange. If it was fiction, we would like fiction...etc.
4. If there is a mistake, please let us know. Sometimes books get back on the shelf without getting checked in. Sometimes books are checked out to the wrong child. Sometimes books are returned to classrooms instead of the library. Come down to the library, and let one of us know, and we will happily figure everything out!

As always, if there are any questions about library procedure, please come and see Stacy, Jesse or Jennifer down in the library.

Thanks so much,

The Library Team