

PPSD High School Library Policies

Service Policy

The PPSD High School Libraries are open to all PPSD students, staff and faculty. PPSD students, school district staff members, and faculty can check out all items that are part of our regular circulation.

Borrowing Library Materials

Students may check out up to five books for a period of three weeks. Library materials can be renewed in person and via the online catalog so that students can keep library materials for a longer period of time. Students requiring more than five items should speak with the librarian and accommodations can be made. Students who forget to return their borrowed library books will receive a reminder notice and cannot check out books until the overdue item is returned. There are no fines for overdue library materials.

Taking Good Care of Library Books

- Keep all books inside.
- Keep all books away from pets and babies
- Be sure your hands are clean when you read a book.
- Protect your books from bad weather and bathtubs.
- Use a bookmark to save your place.
- Store your books in a safe place when you are finished reading them.
- Return library books on time.

Lost or Damaged Library Materials

Our library strives to provide students with materials that are in good condition, including books that are free from food stains and water damage. Because of our responsibility to be good stewards of taxpayer dollars, we may charge book replacement costs if your child returns items that are:

- Stained with food, drinks, or other residue
- Wet or moldy
- Missing pages or covers; torn, cut or chewed or binding damage
- Marked up by pencil, marker, or highlighter

If a library item is lost, payment will equal the cost to replace the book with an item of similar binding, as well as the cost for book processing. Payment can be paid in cash. If the book is found and returned in acceptable condition, a refund will be issued to the student. The school may replace a lost book with a copy of comparable binding, if in print, or another title of comparable subject matter, readability, and cost if the original title is not available.