

School Library Frequently Asked Questions

Q: How do books get returned and checked in at the library?

A: There are several steps:

1. Students put their items in a classroom library book bin as soon as they arrive in the morning.
2. The student “library helpers” roll the bin to the library. *Note that most classrooms do not return books to the library every day. That means that the books may stay in the bin for a few days before being brought to the library.*
3. The librarian checks in or renews the books. *People may return items to the library at any time of day, but it’s important to get the bulk of the returns checked in before class visits start each morning.*
4. The librarian generates an overdue book list for the classes that will visit the library that day.

Q. How does my child renew their book?

A. Students who want to renew their books should:

1. Bring the book back to school.
2. Place a Renewal Slip inside the book. These are available in each classroom.
3. Place the book in the classroom library bin for the helpers to return to the library.

Q. How does my child find out about any books that are overdue?

A. The librarian reviews each class’s overdue book list at the start of their visit.

Q. How should my child return their overdue items?

A. Students should return the item to their classroom book bin, or drop it off at the school library themselves. Remember that the school library does not charge overdue fines.

Q. How do parents find out about overdue items and/or fines?

A. The librarian sends email notices periodically to help keep parents in the loop. These notices are sent to whatever email addresses PUSD has on file. Printed notices are also sent home as needed.

Q. I got an overdue email from the library but I think that my child already returned the book to school. Why?

A. Sometimes items don’t make it all the way back to the library (see question 1 above). The most common reasons are:

1. The student didn’t actually put the item in their classroom library bin. It may be elsewhere in the classroom.
2. The student put the book in the bin after the library helpers returned the classroom’s books to the library in the morning.
3. A mistake was made during check-in (occasionally).

If you receive an email, check with your child, but don’t panic. **No response is needed if the book is probably sitting in the classroom bin.** Remember that most teachers don’t return books to the library every day.

Q. I think that there was a mistake during book check-in. What should I do?

A. If your child is sure that their book was returned to the library, email the librarian at sfleming@powayusd.com. She will check the library shelves and let you know if the book is there. If it is, she will check it in. If not, your family should search the classroom and at home. The library takes every step possible to ensure that mistakes don’t happen, but they occur occasionally. Communication is the key to resolving these situations.

Q. My child lost a book. What should I do?

A. Look for the book (see the lost books topic for suggestions) and return it ASAP if found. Do not pay for the book until you receive a bill. The librarian marks books as “lost” and sends bills after books are at least 21 days overdue. If you receive a bill, pay for the lost item, but keep looking. The librarian will refund payments for lost items if they are returned in good condition within 90 days of payment.