

Blessed Cardinal Newman Learning Commons Guidelines:

We encourage students to be responsible for all their Learning Commons B5ooks and Textbooks.

Text books are loaned out to individual students in September of the school year and expected to be returned in June of the school year.

Division 1 students visit the Learning Commons with their class and are scheduled to visit once every 6-day cycle. They are encouraged to return their library books each week to exchange for a new book.

Division 2 & 3 visit on a flexible schedule with their classes. Individual students are welcome to visit the Learning Commons to exchange their books as often as they need too.

We dedicate one day within the 6-day cycle where Elementary classes are encouraged to visit for Makerspace Madness.

I have damaged my text book/library book what do I do?

- Bring the book to Mrs. Craig so the damage can be assessed.
- If the book can be repaired – Mrs. Craig will repair
- If Mrs. Craig determines the book only needs rebinding – Mrs. Craig will send away, and student maybe responsible for the rebind cost
- If the book is beyond repair – student is responsible for the cost of replacement textbook/library book – cost will be determined on what type of book it is and what the replacement cost will be

I have lost my textbook/library book what do I do?

- Try your best to find the book – if you can't please come see Mrs. Craig
- The student will be responsible for the replacement cost for the textbook/library book – cost will be determined on what book it is and what the replacement cost will be
- Textbooks that are lost will be assessed by the end of the school year in June to allow missing textbooks to be found

********All fines will be added to the school fees********

