

Book Check out in CDL

Things to think about before placing a book on hold:

- Do I have overdue books
- Do I have fines for lost books?
- Do I have two books checked out already?
 - If so I can't check out until I take care of these issues.
 - Need help contact proudfit_carol@salkeiz.k12.or.us
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• Things to remember when placing Two books on hold:

- I have my parents/permission to check out books and a **plan** to pick them up.
- I will place books on hold by 11:00 on Friday for Monday pickup, **or** by 11:00 on Wed. for Thur. pickup.
- I can pick up books **once** a week Monday **or** Thursday from 11:00 to 1:00 when school is in session.
- Books will be held for pickup for two weeks, they will be checked back in after that..
- Books are checked out for 4 weeks at a time but you can return them when you are finished so you can check out more.
- I can return books Monday through Friday from 8:00 to 3:00 when school is in session.
- Books will be in quarantine for 3 days before they are checked in, that's why I can only check out once a week.

• Taking Care of your library books:

- Keep books clean and dry
- Do not write or drawn on pages
- Keep books in a safe place

