

The Reed-Gumenick Library

Collegiate School Richmond, Virginia

Welcome

We want you to feel at home and hope the answers to the following questions will help you to use the library.

When may you come to the library?

We open at 7:45 am on Monday-Friday; we close at 4:30 pm on Monday-Thursday and at 3:00 pm on Friday. You may come before and after school and you may also visit the library during your study hall and other free times. You will also come with classes to work in the library.

What materials may you check out of the library?

Books, videos, DVDs, CDs, and older issues of magazines may be checked out.

How many items may you check out and for how long?

You may check out a maximum of 10 items. Most library materials circulate for two weeks and may be renewed twice if no other student or teacher is waiting for them. The only exceptions are reference materials, which may be checked out overnight. Checking out a reference book requires some planning; you must come after school to check it out and return it the following morning before school. Don't worry—if you check out a reference book on Friday, it is not due until Monday.

Do you check out your own materials?

No, a librarian will check out the materials for you. Your responsibility is to take a date due card as a reminder of when to return the item. These cards are in a box on the counter next to the checkout computer.

Does the library charge overdue fines?

No, but we do expect you to return or renew materials on time.

Does the library send reminders about overdue materials?

Yes, we do. If you are a Middle School student, the day after an item is due we will send a notice for you to your advisor. If you are an Upper School student, a notice is put on your locker. We also send a second notice and a final reminder letter home when materials are kept long overdue.

What happens if you lose something from the library?

We give you every opportunity to find the lost item. However, if you cannot find it, we will charge your student account for a replacement.

If you have any questions, please ask. We would enjoy talking with you.

Ms. Chamberlain, Mrs. Childress, Mrs. LaMontagne, and Mrs. Fox