



LIBRARY ACCEPTABLE USE AGREEMENT

All Grades

Springs Christian Academy is pleased to offer access to the Library, provided students honour the SCA acceptable use policy. SCA provides such access because we view access to the Library as a necessary component of a student's education. We ask that you read each of the conditions below and that the student and parent or guardian sign to indicate a commitment to keeping the letter and spirit of this policy.

RESPONSIBILITIES

1. Springs Christian Academy (SCA) Library is open to the following: SCA students, parents and employees, Springs of Living Water Church (SLWC) employees, and SCA Preschool employees.
2. All transactions should take place during school hours at the Elementary Campus. Library hours are 7:00am to 4:30pm at the Jr./Sr. High Campus and all transactions should take place during these hours.
3. All books, CD's and DVD's have a borrowing period of two weeks (some exceptions may apply).
4. Some materials have restrictions on borrowing privileges.
5. Encyclopedias, specified reference materials, and magazines may not be removed from the Library.
6. All items checked out of the Library will be subject to fines beginning the first day after the due date. Borrowing privileges will be discontinued until fines have been paid in full.
7. Fines are on a per-day rate and continue until the item has been returned. Several times a year, the Library purchases books with any fines/charges collected.
8. If a book is not returned, the patron will be responsible to pay the replacement cost of that item plus a \$3.00 administration fee.
9. If the replacement cost of a book has been paid and is then found and returned in the same condition as when checked out, 50% of the replacement cost will be refunded.
10. Parents agree to be responsible for their child(ren) using the SCA Library and will pay all fines and charges incurred by their child(ren).
11. Terms of this agreement are at the discretion of SCA and are subject to change without notice.
12. This agreement applies to and is in effect throughout the entire period of my enrollment as a student in SCA, unless modified by mutual agreement in writing by the signatories to this agreement and by SCA.

AGREEMENT:

I have read and understand the terms and conditions of this agreement and accept these terms.

Student/Patron Name _____ Grade _____
Please Print *in Sept/18*

Signature of Parent/Legal Guardian Date (MM/DD/YYYY)

Signature of Student (Gr. 4 and Up) Date (MM/DD/YYYY)