

TCA LIBRARY POLICIES

The purpose of The Tulsa Classical Academy Library is to provide rich resources and instruction for student growth by supporting the TCA curriculum, developing an appreciation of literature, and helping students to grow in the ability to seek wisdom, virtue, and beauty through the joy of reading.

The library collection is thoughtfully selected to prepare students for adult citizenship, while honoring the virtues of the school: wisdom, gratitude, justice, courage, moderation, prudence, wonder, responsibility, humility, and friendship. Where applicable, the library will seek to align with the spirit of the “Controversial Subjects” section of the TCA Family Handbook.

TCA Student Library Policies

- Students are responsible for returning items by their due date.
- Check out limits vary by grade. Patrons with overdue books may be limited and/or unable to check out additional titles until overdue items are returned. Please see the Library Team for details. Books may be renewed once.
- Lost or damaged (beyond simple repair) books must be paid for at full replacement cost. The actual cost of the book is determined by the TCA catalog record. Damaged book fines are non-refundable. If a lost or damaged fine is assessed, the patron account will be suspended from checkout until the fine is satisfied.
- Any outstanding overdue book from the previous school year will be charged on the patron’s account as a Lost Book Fine at the start of the current school year, if the book has not been returned in good condition within the first full week of school.
- The library distributes overdue notices to parents via email on a regular schedule determined by the Library Team.
- Any patron whose book(s) is greater than 60 days overdue will be charged a Lost Book Fine which is the total replacement cost of the book as shown in the library catalog. Before the fine is assessed, parent(s) of the patron will receive a minimum of two emails detailing the overdue item(s) and the pending Lost Book Fine(s). The Library Team has discretion in fine assessment.
- If a patron pays a fine BEFORE the 60-day deadline, subsequently finds the book AND the book is returned in good condition within 7 calendar days of the fine payment, a fine refund will be requested through the TCA Finance Office.
- Fines should be paid in person. Please use cash or check as the library does not have the ability to accept credit/debit cards. Please make checks payable to TCA or Tulsa Classical Academy.

TCA LIBRARY POLICIES

- Monies collected from lost or damaged books will be used for the replacement of the same title or a comparable title. The decision about what to purchase will be made by the Library Team.
- Library books are purchased and processed with library bindings, labels, covers and cataloging records. Consequently, replacement titles will be purchased by the library to ensure equivalent replacements.

We encourage scholars to remember their virtues as they visit and borrow books from the library.

Note to Parents

Using our virtues, the scholars have been taught how to properly handle a borrowed book. Please encourage your scholar to treat the books with proper care and respect. Help them find a special place at home to keep their books. Ask them about their reading preferences and check with them to see what they have checked out for the week. Remind your scholars they may not pass the book around to friends or siblings. If you would like suggestions of age appropriate classics and “new classics” please check our Hillsdale guide.

Hours

7:20 - 7:45	Monday - Friday
11:50 - 12:40	Monday-Thursday
2:05 - 2:45	Monday-Thursday

Grammar School classes are scheduled to visit the library once each month.

All books must be returned by the last day of school. No books may be checked out over the Summer.

Check-out

Books are checked out on a two-week loan, with the option to renew once. A scholar who does not have their library book may not check out another until it is returned. Each scholar is responsible for the book while it is checked out to them.

TCA LIBRARY POLICIES

Grades K - 3 are allowed to check out *one* book at a time.

Grades 4 - 8 are allowed to borrow *two* books at a time.

High school scholars may borrow *three* books at a time, with additional permission given to meet research needs.

Lost or Damaged Books

Parents are financially responsible for replacing lost or severely damaged books. Notices for overdue books will be sent home at the end of every term. Please help your scholar use the virtue of love to care for the books. If a book is lost or damaged, please contact the Library at: library@tulsaclassical.org. If you need to pay for a lost or damaged book please go to the school office. If a scholar repeatedly damages or loses books, library privileges may be lost.

LibraryWorld

Tulsa Classical Academy uses LibraryWorld library subscription for managing library inventory. Student Barcode numbers are the same as their 6-digit Student ID/Hot Lunch number

If you can't find what you're looking for, Try the [Tulsa City County Library](#)

Volunteers

The library can not run without our volunteers!

- We do not have a media specialist
- Our volunteers assist classes with checking books in and out to scholars
- We process all new and donated books to get them on the shelf as soon as possible
- We procure books based on requests from teachers and students
- We take inventory every year
- We help foster a love of reading

Volunteer Librarian Instructions are available in a binder on the Circulation Podium in the Library.

Book Donations

TCA LIBRARY POLICIES

Thank you to everyone who has donated books to our library. We are building our library with priority given to Hillsdale recommended books that support our curriculum. Purchases can be made from our [Library Wish List](#)

All donated books must be in “like new” condition. Please no old, or smelly books; if resellers won’t take them, neither will we. For suggestions of high quality literature we would love to have on the shelves of our school library, please visit <http://www.classicalreader.com>, a wonderful resource created by Dr. Perrin, one of our school’s classical education consultants.

Book Challenges

The TCA library strives to select books that fit with the mission of the school and are appropriate for the audience. If a library user or parent would like to request an item be withdrawn from the collection, they should contact library@tulsaclassical.org with an emailed request. The request will be reviewed and considered by administration, and a decision will be made to have the material removed, retained, or relocated to a more appropriate section of the library.