



MEMO:

This is just a brief announcement to notify you of the changes to our library system. This year we upgraded our catalog and it now has the capability to send out emails to patrons when materials are overdue. Going forward, you will be receiving emails informing you when your child has overdue books. To avoid unnecessarily inundating you with emails, I will only be sending notifications twice a year: right before mid-term exams and right before final exams. Your child will then have the exam period to return any overdue books to us.

As you may know, we no longer charge daily fines on books, however we do charge a flat fee of \$25 for missing or significantly overdue books. It is hoped that this will be a strong deterrent and will encourage students to return books so that others may have a chance to enjoy them as well.