



SAINT RAPHAEL ACADEMY

123 Walcott Street | Pawtucket, RI 02860-3256

Voice: 401-723-8100 | Fax: 401-723-8740

www.SaintRays.org

Healey Library Media Center Library Policies and Procedures

Patrons:

The Healey Library Media Center serves all members of the SAINTS community, including students, faculty, staff, alumni and friends of Saint Raphael Academy. Materials are selected to primarily to support the curriculum, but the library collection includes books, magazines and electronic information of a more general interest as well.

Library Use:

The library and adjacent classroom are both available for classroom use, and teachers sign up using SharePoint, the Academy intranet portal. Librarian/teacher cooperation is essential when utilizing technological resources or assisting with instruction. Students are welcomed to use the library for study during their free periods at any time, and they are encouraged to take books out of the library at any time.

Collection:

Materials are selected primarily to support all areas of the curriculum, but also to promote a love of reading and information literacy. The collection consists of approximately 11,000 items, including reference materials, fiction, and nonfiction books, videos, and DVDs. We also have subscriptions to 2 newspapers and 12 periodicals. The collection is constantly being evaluated and updated, growing to fit the needs of the school.

The Lincoln Room:

Saint Raphael proudly houses the MacDougald family Lincoln collection. Preserved in a small room adjacent to the library, the collection includes over 700 books, archival records and digitized materials on the life and times of President Abraham Lincoln. The room is opened to library patrons by request.

Circulation Policies:

- Students may checkout up to 3 books at a time
- Loan period is 15 school days – may renew if needed
- Fines are 5 cents per day
- Lost materials must be replaced or paid for at a replacement cost of \$50 per item.