

[This Photo](https://gsouto-digitalteacher.blogspot.com/2015/03/international-childrens-book-day-2015.html) by Unknown Author is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/)

**Library Policies & Procedures**

This letter is to inform you of the library policies and procedures at our school. Please read the information carefully, and sign at the bottom. Library barcodes will be issued to students once this form is signed and returned.

Library books have a 14-day check out. If a student is not finished with their book they may bring it in to the library and renew it for an additional 14 days. Overdue books will cause the student’s account to become locked until the book is returned, replaced, or paid for. Students are permitted to check out 2 books. (1 book for PreK and Kindergarten)

If a student loses or damages their library book, they must pay to replace it, purchase a new copy of the book, or trade in book(s) of equal value. *No refunds will be offered once money has been deposited.* Students are unable to check out books until their library account is cleared.

**At the end of the year, 5th grade students must have a clear library account to attend the 5th grade graduation party.**

Feel free to contact me with any questions you may have.

Jennifer Bozeman

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I have read the above library policies and procedures. I understand that missing or damaged books may result in my student not being able to participate in end-of-the-year activities.

**(Please clearly print your child’s first and last name.)**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

The media center will be hosting Book Fairs. For your child to view and/or purchase items from the Book Fair, your child must have a permission form on file. Please check one of the options below:

\_\_\_\_\_ My child may participate in the 2023-2024 Book Fairs.

\_\_\_\_\_ My child may **NOT** participate in the 2023-2024 Book Fairs.