

Dear Parents,

As we begin the new school year, I would like to remind our families of the library rules. These rules are posted in each classroom and in the library. Please review them with your child, and both you and your child sign and return the bottom portion. Students will not be permitted to check out books from the library until the form is returned to the school office. If parents wish to check out a book, please do so through your child's teacher.

If you have any questions or suggestions about the library, please feel free to call me at school at 525-4573 or e-mail me at kskidmore@santaclaraesd.org

Library Rules

- ✓ ***Grades K, First and Second may check out one book at a time.***
- ✓ ***Grades 3^d-6th may check out two books at a time.***
- ✓ ***After you have chosen a book, please write your name and date on the card and return the card to your teacher.***
- ✓ ***When you are finished with a book, go to your teacher so she can give you the card that belongs with the book.***
- ✓ ***Please place all books with their cards in the correct bin in the library. DO NOT place the book back on the shelf.***
- ✓ ***Once a book is checked out to you, you are responsible to take care of it.***
- ✓ ***If a book is lost or damaged, you must pay to replace it. You may not check out another book until you return the last one, or until you have paid to replace it.***

Please detach and return this portion to the office.

I have read the library rules and agree to follow them.

Signed (Parent)_____

Signed (Student)_____