

## St Paul Methodist School Library Agreement

### Dear Parent/Guardian:

Your child should have brought home a book last week from our library. Our school has over 1,000 books and resources which makes responsible book care an important part of our program. Please read and discuss the expectations below with your child.

### Book Care Rules:

- Keep books clean; make sure hands are clean before touching.
- Keep books in a safe place away from babies, pets, food, and liquids.
- Turn pages carefully from the corner and use a bookmark to mark your place. Never write or draw in a book or ear mark pages.
- When you are not reading your library books, keep them in your backpack or in your classroom at school.

### Library Policies:

1. Borrowing books from the library is free. There is no charge for checking out books unless a title is lost or damaged.
2. When a student checks out a book, that student should look through the book for any damage or concerns. If found, they need to notify the teacher immediately.
3. Classrooms will visit the library each week. Students will not be permitted to check out a book unless they have returned previously checked out books.
4. If a book has not been returned after 4 weeks without notice of renewal, the book will be considered lost.
5. If a book is lost or damaged, the student must pay to replace it. The majority of our books cost between \$4-10.
6. If a student damages or loses a book, they should bring it to the attention of the teacher. **Never try to repair a book**, most repairs can be done by the teacher to avoid a fine.

Please take some time to discuss the types of books you want your child to be reading. Also take the time to discuss any topics you do not want your child to be reading about. They need to know your expectations.

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PLEASE CUT HERE

1. STUDENT, if you agree with this contract, neatly print your first and last name as it appears in official school records: I, \_\_\_\_\_ will return my library materials on time. If I am responsible for a damaged or lost book, I will compensate the library within a reasonable amount of time or will make arrangements with the teacher.

2. PARENT/GUARDIAN, if you agree with this contract, sign your first and last name:

I, \_\_\_\_\_ have read and understand the procedures for having my child borrow library books. I will make certain that my child returns books on time and pays for lost or damaged items within a reasonable time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*Please return this form to your teacher at St Paul Methodist School\*\*\*