

North Park Elementary  
Library Policies/Procedures Acknowledgement



Classroom Teacher \_\_\_\_\_

Soon we will begin checking out books to kindergarten students. Please discuss the following with your child. You can return the signed yellow copy to their classroom teacher.

**Student**

1. Kindergarteners may borrow one book at a time from North Park Elementary School Library.
2. The student is responsible for returning the book he/she borrowed.
3. If the book is not returned, an overdue notice will be given to the student.
4. The student may not be allowed to borrow any more books until the overdue book is returned.
5. Lost books should be paid for (replacement fee) or replaced with a new copy of the book.
6. Students must keep the books free of tears/rips, dirt, stains, writings, and/or marks of any kind. A replacement fee will be issued for books not returned in good condition.

**Parent/Guardian**

- Develop a routine with your child to help remember Library Day and to return their book to school
- Make sure that your child keeps their library book in their backpack when they are not reading it.
- Make sure the child's book is kept away from anything that might damage the book.

**Overdue/Lost/Damaged Books**

- If the book is overdue, lost, or damaged, the student's check-out privileges may be temporarily suspended.
- If overdue, the student should bring the book back as soon as possible.
- If lost, the student should look in their backpack, in their classroom, in the car, and at home for the book. If the book is not found, the student will be given a lost book notice with the replacement fee for the book.
- If damaged, it is the parent's responsibility to pay for the replacement cost of the book.

When several overdue notices have been given, we will presume that the book is lost. We will talk with the student and send a letter home to the parent/guardian.

Your options are to: Find the item, pay the replacement fee, or purchase a replacement copy for the library.

Replacement fees can be found on the "Lost" or "Damaged" notice and may be paid with either cash or check payable to North Park Elementary. The fee or book should be given to the librarian.

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Please sign and keep the white copy. Return the yellow copy to your child's classroom teacher.

I have read the Library policy with my child. I understand the rules and policies of the library and I will support my child as a patron.

Student's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_