

Dear Parent/Guardian:

Welcome to Durham Elementary School! Our school has many wonderful new books and resources which makes responsible book care important. Please read and review our policy below with your child.

**Book Care Rules:**

- Keep books clean and wash hands before touching.
- Keep books in a safe place away from little brothers/sisters, pets, food and liquids.
- Turn pages carefully from corner and use a bookmark to save your place. Never dog ear the pages.
- Never write or draw in a book.
- When you are not reading your library books, keep them in your backpack or in your desk.

**Checkout policy:**

- Kindergarten-1<sup>st</sup> Grade students will be allowed to check out **one** book per week. Kindergarten students will begin checking out books starting in January. Books must be returned after one week. No other book may be checked out if your child hasn't returned his/her book.
- 2-3<sup>rd</sup> grade students will be allowed to check out 3 books per week. Students have two weeks to return books.
- 4-5<sup>th</sup> grade students will be allowed to check out 4 books. Students have two weeks to return books.
- If a book is lost/damaged, the student/parent/guardian must pay to replace it.
- If a book is overdue the students may not check out another book until that book is returned.

**Lost Book Policy:**

- When a book is reported "lost", the library issues a lost/damaged book notice to the student. Checkout privileges are suspended for the student until payment is made. After payment, a receipt is issued and the student may again check out books.

**Damaged Books:**

- All students are informed of the guidelines for taking care of books during their first library visits. When a book is damaged, the student should return the book to the library. A lost/damaged notice will then be issued to the student. Checkout privileges will be suspended for students with outstanding lost/damaged book notices. When payment is made a receipt is issued and checkout privileges are reinstated.

Sincerely,

Kristen Cargile/Librarian Technician