

Dear Elementary Parent or Guardian,

My name is Ms. Rocanelli and I am the new Media Specialist at Pine Grove Elementary School. Your child will be visiting the library as part of their Specials Rotation. Students will be learning how to properly take care of books and policies for checking out and returning materials.

All students will need to have permission from a parent on file before they are able to check out items. You will find the check-out policy below. Once a student checks out materials they become responsible for those materials. This means taking care of all books, returning them to the Media Center in a timely manner and returning them in good condition so that they can check out more.

We are asking your assistance in this matter. If your child checks out a library book and it becomes damaged or lost – then they are responsible for paying for it.

This year we are also excited to bring back Accelerated Reader, where students are able to read books and take quizzes to earn points.

Check out Policy

- Two books checked out at one time is allowed
- Books are due back in 2 weeks
- One renewal is allowed
- Lost or damaged books will be charged to students account

Please sign below and return this form to your child's teacher as soon as possible. Students MAY NOT check out books until this form is signed and returned. By signing this form you are allowing your child to check out books from the Media Center.

Sincerely,

Ms. Rocanelli

Student ID# _____ Grade _____

Student Name _____

Homeroom Teacher _____ Parent

Signature _____ Date _____