

Dear Parents,



Your child may be visiting the library this year on a weekly basis. We would like to inform you of our policy on checking out books.

1. Books are to be kept in good condition.
2. Books are to be returned on time. That means on the morning of the day your child's class goes to the library – one week after checking out the book.
3. Books may be renewed for another week; however, your child will need to bring the book back to the library to renew it.
4. If your child has an overdue library book, he or she will not be allowed to check out another book until the book is returned. Overdue book charge is 5 cents a day.

5. If a book is damaged or lost a fine of \$20.00 will be charged. Your child will be responsible for bringing in the money within one week of receiving a notice.

6. If the lost book is found, you will receive a refund.

7. We would like all 2nd – 5th grade students to use the catalog search on the computer. This is an internet based program; which means the student must have an "internet use" agreement on file giving your permission for them to access the catalog via the internet.



Note: If you have concerns or questions regarding the internet usage policy, please contact your child's teacher.

Elmhurst students are responsible and respectful. The library is a wonderful part of our school where your child can learn and grow.

Please go over these rules with your child so his or her library experience will be a positive one this year.

Are you interested in volunteering in the library? We always need help! Please stop by the office, or call Mrs. Holmes at 289-1860 x 1009 and let her know your availability.

