

HIDDEN TRAILS ELEMENTARY SCHOOL



LIBRARY GUIDELINES

2024-2025

Dear Parents,

Our school library will be opening soon, and your students will be checking books out on a weekly basis. We would like to share with you the responsibility and obligation for the use of the library.

AT HOME:

1. Keep books in a safe place.
2. Use clean hands when reading a book.
3. Be aware of the date that the book is due. A book is due one week after it was checked out. Your student attends the library on the same day each week and books must be returned and in good condition in order for another book to be issued.
4. Be especially careful to keep books away from food or drink (including water bottles in backpacks).
5. If you plan to move during the school year, be sure all library books are returned before you leave.
6. **There is a \$30.00 non-refundable replacement fee for any lost or damaged library book. We will not accept a book you buy as a replacement for the lost or damaged library book. Another book will not be issued to the student until the fine is paid. Student report cards will be withheld at the end of the school year until unpaid fines are submitted.**

Thank you for your cooperation in assisting us in our effort to help your child learn to appreciate the privilege he/she has in using our school library.

Please provide names and signatures below showing that you have read, understand, and will abide by the library guidelines.

Sincerely,

Hidden Trails Librarian

✂ HIDDEN TRAILS LIBRARY AGREEMENT ✂

We have read and understand the Library Guidelines listed above. I will be responsible for returning all library books checked-out from our school library. We understand that we are obligated to pay a \$30.00 fine for any lost or damaged library book and that my student's report card can be withheld until unpaid fines are submitted.

We further agree that behavior in the library will be orderly and respectful for teachers, classmates, and adult supervisors.

Student Signature

Date

Parent or Guardian Signature

Date

Grade

Teacher

Print Student's First and Last name