

Knollwood Elementary School Library
SCHOOL LIBRARY BOOK HOME CIRCULATION POLICY
Grades 2 through 5

Dear Parent/Guardian:

For success in reading, students need many opportunities to interact with good books by reading them and hearing them read aloud both at school and at home. It is for this reason that our school policy allows students to borrow school library books and to take them home.

School Library Book Home Circulation Policy

- Each student may borrow one book each week from the school library. The book may be "renewed" (borrowed again) up to three times.
- It is extremely important that students care for library books so they are not damaged or lost while in their possession.
- If the book is lost or damaged (other than normal wear), the librarian will bill the parent/guardian. *It is the responsibility of the parent/guardian to pay the replacement cost of any lost or damaged library book (Education Code 48904). The school is authorized to withhold a student's grades and transcripts until the obligation is paid.*
- Students who have been billed for a lost or damaged library book will not be permitted to borrow another book until the bill is paid in full.
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Please discuss our library book circulation policy with your child before returning the form below.

Barbara Teller Cohen, Principal

R. Amromin, Library Aide

----- Cut here and return to your child's teacher-----

School Library Book Home Circulation Policy

Child's First Name _____ Last Name _____
Teacher _____ Rm. _____ Grade _____

I have read the letter describing the school policy on school library book home circulation and have discussed this responsibility with my child.

____ **Yes, I would like my child to bring his/her school library book home.**
I agree to pay the replacement cost of any lost or damaged library book.

____ **No, I DO NOT want my child to bring his/her school library book home.**
I agree to pay the replacement cost of any lost or damaged library book.

Parent/Guardian (print) _____

Parent/Guardian signature _____ Date _____