

W O N D E R L A N D A V E N U E E L E M E N T A R Y S C H O O L

November 20, 2002

Dear Parents:

As you may know, after a much needed sprucing, the library is again open to students. And, at the beginning of this week, students were able to check out books. What follows is an explanation of our library media center **home circulation policy**. And a form that assures me that students as well as parents are aware of that policy.

- All students may take their borrowed library books home.
- Books must be kept in good condition and returned on time (one week).
- Books may be renewed only twice (in weekly increments).
- Parents are responsible for the replacement price of any lost or damaged books.
- Late fees apply for overdue books (the fees are used for the library fund - \$0.25 per day).

Sincerely,

Christal Chacón
Librarian

.....
Please return this portion to the librarian, Christal Chacón:

I have read the letter describing the school policy on home book circulation. I have discussed this responsibility with my son or daughter.

Parent Signature _____ Date _____

I promise to respect all library books I borrow. I will return them on time.

Student Signature _____ Room # _____