



Aquila Elementary School

Library Media Center - Book Borrowing Policy

Dear Parents/Guardians:

Your child will be borrowing books from the library by checking them out from the Aquila Library Media Center. The following guidelines can be used to keep the books in great condition for all the students at Aquila. Please take the time to review the following guidelines with your child.

As a student of Aquila Elementary, I will:

1. Have clean hands when reading a library book.
2. Keep library books in a safe place at home away from food & drink, pets, and small children who might scribble in them or tear the pages.
3. Carry library books in a book bag/backpack to and from school.
4. Make sure water bottles do not leak in backpacks.
5. Return library books on time so other students have a chance to read them.
6. Tell the Media Specialist or Media Assistant if library book(s) becomes damaged so it - can be mended with supplies in the media center.

There are no overdue fines on books.

Your child may keep books up to two weeks before they are overdue. Books must be returned before others may be checked out. Overdue library notices will be emailed home.

Pam Orton will be assisting in the library nine hours a week.

Welcome Mrs. Orton!

Thank you for encouraging your child to read and make use of our wonderful Aquila Library Media Center.

Sincerely,

Joanne Bongaarts

Library Media Specialist

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