Dear Parents: Welcome to the new school year at New Brockton Elementary School! I’d like to introduce myself as the library media specialist and ask for your help in making your child a lifelong library user! Classes will be participating in many exciting and educational activities in our library. 1st Grade will be allowed to check out one library book from the library every other week and 2nd-5th Grade will be allowed to check out two books from the library every other week.

As a parent, you can also help by:

**-Reading the book with your child**. Have your child read to you or have them read it silently. Talk about the pictures and words. Enjoy the book together!

**-Every other week have your child return the book(s)** and exchange it for a different library book(s). Your child is scheduled for a library class once every other week. Students may also exchange library books during open library time any day of the week.

**-If an accident occurs and a book does get damaged, please do not try to repair it yourself**. Send it back to school with a note and I will do everything possible to fix it so that you do not have to pay to replace the book. If a book cannot be repaired or becomes lost, we ask that you pay to replace the book. Parents will be expected to pay $20.00 to replace any lost or damaged books. We will need your help in making sure that the books are kept in good condition and are returned to the school library on time.

**-The following are ways to help your son or daughter with book responsibility:**

1. Model careful handling of library books.

2. Help your child find a safe place to keep the books during the borrowing period.

3. Help your child remember to return the books on time.

Giving students access to library resources at school and at home is one way we hope to improve your child’s opportunity for academic success. Your child in grades 2nd-5th will be permitted to bring up to two books home for a period of two weeks after he/she returns the signed form below. Kindergarteners and 1st Graders will keep their books in their classrooms.

**Please sign and return this portion with your welcome packet:**

I have read the letter describing the school policy on home book circulation.

I have discussed this responsibility with my son or daughter.

Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I promise to take good care of library books and to return them when they are due.

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your support.

Sincerely,

Alaina McCulloch

Library Media Specialist