

NORTH STAR LIBRARY POLICY

Dear Parents:

We are excited to begin another year at North Star Charter School. There are some things that are important for you to know about our library. To provide an enjoyable experience for your child, we ask that you read the important information below and return the bottom portion of this form with your signature to your child's classroom teacher.

The library is open from 9:15 to 3:45 on school days. K-3 students are allowed to check out 1 book at a time. Students in grades 4-12 are allowed to check out 2 books at a time. Materials are renewable if not reserved by another student.

It is extremely important that the parent, teacher, student, and librarian work together to teach students respect for books and their content. Here are a few guidelines to keep in mind when handling a book:

- Carefully turn the bottom or top corner of pages one at a time to avoid accidental tears. If you do happen to tear a page, please bring it to the librarian to fix with special book tape.
- Use a **paper** bookmark instead of turning down page corners to remember where you stopped reading.
- Avoid using pencils, crayons, glue, or pens anywhere near books.
- You never know when a drink may spill. Please don't have food and drinks when you read a book
- Provide a designated safe place for your library book at home.
- Turn your book in **on time** so other students may also enjoy reading it. **REMINDER:** We will be charging fines to 3-12 grade students.

K-2	none except when lost/damaged
3-5	.05 per school day (after 2 day grace period)
6-12	.10 per school day (after 2 day grace period)

The purpose of assessing overdue fines is to encourage responsibility and accountability.

Remember, reading is the most important activity you can share with your child to help him/her be a successful, life-long learner!

If secondary students will be checking out books, I need a signed permission slip.

My child and I have discussed the responsibility of taking care of library books, and we understand that we are financially responsible for any damage or loss.

- YES, we will be responsible for library book(s) checked out.

Parent Signature

Student Signature

Teacher Name (K-6) OR
Grade (7-12)

Date