

WELBY WAY SCHOOL
WELBY WAY GIFTED MAGNET

STUDENT LIBRARY PERMISSION

Dear Parent,

Using our school library is a privilege that can be enjoyed by your child. However, there are a few important rules that must be followed:

1. Three (3) books may be checked out a time.
2. A book may be checked out for a period of two (2) weeks. Books are to be returned on or before the due date.
3. Books may be renewed twice. You must bring your book to the library to renew it.
4. If there is an overdue book still outstanding you will not be able to check out another book until that overdue book is returned.
5. If a book is lost or damaged you will be responsible for the cost of replacing the book. Books cost an average of \$20.00.
6. When a book is late you will receive an overdue notice in your teacher's mail box. This is your reminder that your book is due. A second overdue notice will be issued if the book is two weeks overdue. A letter will go home to your parents after the 2nd notice.

Please go over these simple rules with your child and return signed tear-off to his/her teacher.

-----Tear-off-----

My child has my permission to be issued school library privileges. I understand that I am responsible for all books checked out to my child. We agree to pay for the cost of any books that are lost or damaged.

Parent's Name

Student's Name

Parent's Signature

Student's Signature

Date

Room #