

## Caring for library books

- Always handle books with clean hands.
- Never mark or write in library books.
- Be careful turning pages so they don't wrinkle or tear.
- Keep your library books away from food and drink.
- Keep your library books clean and dry.
- Keep library books away from pets and little brothers/sisters.
- Carry your library books in your book bag.
- Keep your books in a special place at home so they stay safe.
- Return books on time so others can read them.
- If you lose or damage a library book, please pay the \$20.00 replacement fee promptly. Please read explanation below:

*Books that are purchased for the School Library Media Center are purchased from vendors who process them especially for Libraries. They are constructed with higher durability for longer wear and tear. They also are processed with several barcodes and labels. Each book in our library has a barcode, a spine label, an Accelerated Reader label and an Accelerated Reader color dot (which indicates the level of the book for Accelerated Reader quizzing). In addition to these special labels a durable protective label is applied to give the label longer life. For each label the vendor charges an additional fee on top of the purchase price of the book. We understand that some books can be purchased at a local bookstore for less than \$20.00. However, they do not meet our processing requirements for circulation in a school media center.*

Please sign below acknowledging that you have read and agree to the guidelines set in our Media Center.

Student: \_\_\_\_\_ Parent: \_\_\_\_\_