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The purpose of the PTA Library is to offer a convenient source of reading material for our children. The library will encourage good reading habits and provide the children with an opportunity to select books. They will also gain the experience of being responsible for checking out books and returning them on time.

BORROWING INFORMATION. Students will be able to check out one (1) book each week. If a student finished reading their book before the due date, he/she can return the book back to the library and check out another book. This book will have the same due date.

RENEWALS. Books can be renewed two (2) times only. If a student wishes to renew their book, they must bring the book back to the library so it can be renewed. **Cartoons (graphics), origami, drawing books, joke books, and visual books (example: I SPY or Magic Eye) can only be checked out once. Also books that are on reserved cannot be renewed. There might be other students waiting for the same book.**

FINES. On the 1st Notice only students will have 2 days to return their book to the library without paying any fines. After a 2-day grace period the **fine is 25¢ per week.** If a student is sick, he/she should return their book back to the library once they return to school. **All overdue books should be returned to the library. Do not leave it in the classroom.** If an overdue book is left in the classroom and returned the day the whole class comes in, it will be considered overdue and the student will have to pay a fine

LOST OR DAMAGED ITEMS CHECKED OUT AT THE LIBRARY. Parents (not the students) are responsible to pay for any lost or damaged book. **Example of Replacement Cost: Cost of Book + Weekly Fines.** Because the weekly fines increase every week, the longer you wait to pay for the materials, the higher the price. Students will not be able to check out any books until this has been resolved. **Note: If the book/item is lost or damaged and you need to write out a check (Lincoln PTA), just pay for the Replacement Cost. Fines should be paid separately in cash.** If the lost book is found later, the cost of the book will be refunded to you.



PERMISSION SLIP – PLEASE PRINT

I give my son/daughter _____ [nickname, if any] _____, in Room ____, permission to check out books from the Lincoln PTA Library. I agree to be responsible for all materials that my child uses and to pay promptly all fines and replacement cost.

Today's Date _____

PARENT'S SIGNATURE

Are there any types of books that you do not want your child to check out?

