Library Media Center

The library media center in your child’s school is a vital resource for all students and staff. Your child will soon begin checking out books from the library. One book may be checked out at a time for a period of two weeks. It is highly encouraged that your child read the book and return it the next week if possible. Please be aware that **if your child checks out a book and either loses it or damages it, the book *must* be paid for**. All library obligations must be settled before the end of each marking period. If your family is in a state of economic hardship, please contact the school so arrangements can be made.

Removing the spine label or the barcodes count as damaging the book. A fee of $1.50 per label will be assessed if the book is returned without them. If a book is accidentally damaged, please return it to the library as soon as possible so that it can be properly mended. It is the responsibility of the student to immediately inform the librarian if he/she checks out a book that was damaged by another student. We can only track the book back to the previous user. If a book is merely overdue, we do not charge late fees, but in all fairness to the other children, please make sure the book is returned as soon as your child is finished reading it.

This information will be reviewed in class with the students. Please review it carefully with your child. **Both student and parent/guardian must sign the bottom portion and return it to the school**. Please feel free to contact us at any time by calling the number below. You may also check the school website for additional information. I look for your support and hope we all have a pleasant and productive school year.

Jana Durbin Lee County Elementary  
Kimberly Williams 464-5020  
Library Media Specialists

***We understand and agree that we are responsible for any items that are damaged, destroyed, or lost while checked out of the school library media center.***

Student Legal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_