



MIDTOWN ELEMENTARY SCHOOL LIBRARY MEDIA CENTER

PERMISSION TO BORROW

2021-22

Greetings! I am looking forward to working with you in efforts to promote literacy here at Midtown Elementary. Along with supporting the state standards we will also learn valuable library skills, including responsible use of library media and correct treatment of books. If you have any questions, please feel free to call or email. Thank you in advance for your wonderful support.

Thank you,
Elizabeth Neal
Library Media Specialist
epneal@madisoncity.k12.al.us

POLICIES:

- Students in Kindergarten will be allowed to check out one book at a time. Students in first grade through fifth grade will be allowed to check out two books at a time.
- Students may borrow books for one week and renew books as needed.
- If a student has an overdue book from the media center, he/she may not check out another book until the item is returned.
- If a student has lost or damaged a book, the replacement cost must be paid. In the event that a lost book is found, the payment cannot be refunded. If this occurs, the student may keep the book or donate it back to the media center.

LIBRARY CODE OF CONDUCT

- A pass will be used for visits to the library to check out books.
- Small Groups will bring a Small Group Pass signed by their teacher.
- The library is a place for learning, reading, and collaborating.
- Always walk in the library.
- Food and drinks may not be consumed while in the library.
- Help keep the library neat and clean.
- Follow school-wide rules:
Show respect, responsibility, self-control, and honesty.

I HAVE READ AND UNDERSTAND

Child's Name _____

Teacher/Grade _____

Parent Name

Parent Signature

