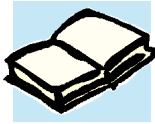


**Burns Park Elementary
School
Library Media Center**



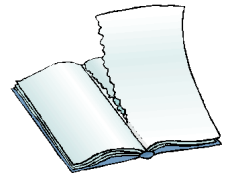
Book Care

One of the concepts we emphasize in library is **respect for property**. You can encourage your child to take care of his or her library books by:

- keeping library books in a safe spot in your home - please help designate one!
- carrying books by the spine (instead of by the pages)
- washing his or her hands before reading or handling books
- keeping food and drink away from library books
- if it is a rainy day, wrapping books in a plastic bag in his or her backpack
- informing Miss Erdstein about any torn pages or writing found in the book

Overdue notices and bills for lost books will be sent home periodically with your child. Please check backpacks and folders for overdue notices.

**Damaged or
Lost Items**



While we do not charge fines for late books, we do charge if a book is irreparably damaged or lost. To pay a fine, send cash in a sealed envelope or a check made out to BURNS PARK ELEMENTARY SCHOOL to school with your child.

If a lost book is found or returned, the total fee will be refunded to you provided a replacement has not yet been purchased. All fees will be used to purchase new materials for the library.

I thought I'd take this opportunity to mention some things about library book care and policies. Please read this article and discuss it with your student(s).

<u>Checking Out Books</u>	
How many books may my child check out at a time?	Kindergarten and First Grade students may check out one at a time. Other students, two at a time. They may also check out additional books at other times during the week for special assignment or classwork.
When should books be returned?	Each week, on the day of their library class or any other day to exchange books during an Open Library time.
May students renew books?	Yes! Books must be brought in to be renewed.
What if we forget a book at home?	Your student may put one or two books on their class "saving shelf". It will be saved for one week. If the child is in kindergarten or first grade, s/he will bring home a reminder note..

Note: No child will be prevented from checking out library books because of financial hardship. If at any time you discover you cannot pay a library fine, please call Rachel Erdstein at 994-1919, email her at erdstein@aaps.k12.mi.us or visit the library to let her know.