**2019-2020 TCDS Library**

**Information and Permission Slip**

**Library Policies:**

* Students may check out up to two books for a period of two weeks. Most books can be renewed for an additional two-week period. Books can always be returned before the due date.
* Kindergartners must have a parent/guardian with them, and may only check books out after school.
* If the library is closed and you need to return a book, please deposit it in the book drop located at the library’s back door (near the kitchen area).
* If you have questions, please email Ms. Chris at cmayse@tcdschampions.com.

**Library Rules:**

* Quiet voices are expected at all times. If you are loud or disruptive, you will be asked to leave.
* Be kind to the library books when you borrow them, and return them when they are due.
* No food, drink or candy is allowed in the library. Leave water bottles by the door.
* No cutting through the library as a short cut to the field, kitchen or classrooms.
* Do not play with the library decorations or touch/use items on Ms. Chris’ desk without permission.
* Do not let a friend borrow your library book. You will be responsible if the book is returned late or is lost/damaged.

**Late, Lost or Damaged Books:**

* There is a three-day grace period before a book is considered late and the $.25 per day late fee per book will be assessed after that. If you lose or damage a book, you can either replace the book with a new or gently used copy of the same book or pay a replacement fine of $5.00.
* If you have an overdue book, an unpaid fine, can’t find your book, or your book was damaged while checked out in your name, you will not be able to check out books again until your account has been cleared (pay a fee or return the book).
* IF YOU CHECK OUT A LIBRARY BOOK , AND IT GETS WET IN ANY WAY, EVEN IF IT WAS AN ACCIDENT, IT WILL BE CONSIDERED DAMAGED AND A $5.00 FEE WILL APPLY. IT IS HIGHLY SUGGESTED THAT ALL STUDENTS STORE THEIR LIBRARY BOOKS IN A GALLON-SIZED ZIPLOC BAG, OR ANY PLASTIC BAG, TO KEEP THEM DRY AND PROTECTED INSIDE BACKPACKS.

**------------------------------------Please return bottom portion to the library ---------------------------------------**

**I’d like to have library check-out privileges:**

Student’s Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_