

Permission Slip for Taking Home School Library Books

This letter is to inform you and your child about the *Eagle Rock Elementary School Library Policy* for taking home books borrowed from the school library. We need your help in making sure that borrowed books are kept in good condition and returned to the library on time. Your student must have this permission slip signed and returned before he/she is allowed to take school library books home.

You and your student are solely responsible for any book he/she checks out (CA Ed Code 48909). Encourage your student **not** to lend the book to others. If the book is damaged or lost, he/she, as the person who checked it out, is responsible for the book, **not** the other person. The loan period is **two** weeks.

If your child has an overdue book, fine, lost, or damaged book the circulation system will automatically block him/her from checking out any more books until the matter is resolved. Because the LAUSD circulation system is centralized, the record of any unresolved fines, lost, or damaged books at **any** LAUSD school will follow your child wherever he/she goes in LAUSD. A school is authorized to suspend library privileges, withhold grades, diploma, and transcripts until the book issue is resolved (CA Ed Code 48904). Overdue books and fines from another school may be taken care of at the Eagle Rock School Library. However, issues with other schools about returned or missing books have to be resolved at that school by the parent/guardian and the child.

The District's minimum charge for a lost book is \$25.00. The District's overdue book fee is 10¢ per school day. The cost for damages is based on the cost of materials to repair the book. (CLAS Policies LAUSD)

Late Book Policy

1st overdue - warning (book should be returned the next day).

2nd overdue – take-home privileges suspended

3rd overdue – check-out privileges suspended for a time determined by the teacher and librarian.

While the book is in your home, model careful handling of library books, keep books in a safe place, read aloud to your child, have your child read aloud to you, read silently, and have your child tell you about the book.

-----**Cut Here and Return this Section**-----

This section must be signed and returned to your child's teacher before he/she will be allowed to take books home. Please **PRINT** neatly all information except signatures.

I have read the letter describing the Eagle Rock Elementary school library policy on home book circulation. I understand and agree to accept the responsibility for returning library books on time and paying for overdue fees, lost, and/or damaged books checked out by my child.

Parent/Guardian's Name (Print) _____ Phone _____

Parent/Guardian's Signature _____ Date _____

I understand and agree to follow the library policies and accept the responsibility for returning library books on time and for paying for overdue fees, lost, and damaged books that I check out.

Student's Signature _____ Teacher's Name _____