

FOX HILLS ELEMENTARY SCHOOL

Dear Parents,

When circulation of books from Fox Hills Library begins, it will be helpful if you know the rules the students will be asked to follow:

1. Each student needs a “Borrower’s Permission Slip” (below) signed by the student, and parent or guardian. This slip lists the rules that help the librarian administer the program efficiently. Students need to understand and follow these rules.
2. Books are checked out for two weeks. Books checked out by Kindergarten and First Grade will not be allowed to go home.
3. Fines will not be charged for overdue books. However, no other books may be checked out until the overdue book is returned.
4. Encyclopedias and other reference books may not be checked out overnight. They need to be returned by 2:30 p.m. to the library.
5. Books that are damaged or lost must be paid for by the student responsible.
6. If the book is paid for and then found at a later date, the student will not receive a refund, but may keep the book.

We sincerely wish all of our students a happy and exciting year of reading.

J. Lynn Cooper – Principal

FOX HILLS LIBRARY BORROWER’S PERMIT _____
Teacher

This is to certify that I may circulate books from the Fox Hills Library during the school year 2015-2016. I promise to follow the rules listed below.

1. I may check my books out for two weeks.
2. I may exchange my books at the library during the school day on, or before, they are due. I may renew books only if they are not on hold for another student.
3. I will pay the fine for a damaged book or bar code label, or the total amount for a lost book.
4. I will be CAREFUL with my books.
5. I will not allow anyone to take home books that are checked out to me.

Student’s Signature

Parent’s Signature

Grade