

**Running Springs Elementary
Use of Library Facility**

Dear Parent or Guardian,

Borrowing privileges for library books are available to all students. The library media center is equipped and staffed to serve students for research, information, and pleasure reading needs. Students are welcome to use all of the services that are offered.

Students may check out circulating titles for one week and renew titles for an additional week if necessary. It is the responsibility of the students to keep library books in good condition and to return them on time. Students will receive textbooks as needed for each subject to be used throughout the school year. It is the responsibility of the students to keep all textbooks in good condition and to return them at the end of the school year.

Students must pay for damaged or lost library or textbooks before additional books will be available for them to check out. There will be a \$5.00 charge for a damaged barcode. Additional library books or textbooks may not be issued until all previous obligations are satisfied.

You are welcome to visit the library media center. Please call in advance for an appointment. Thank you for your support in helping us to maintain a functional and exemplary library that can be used by all students for years to come.

Sincerely,

Principal
Running Springs Elementary School

Student's Name _____ Grade _____ Date _____

I have read this letter and fully understand the rules which govern library use at Running Springs Elementary School. I accept financial responsibility for charges incurred by my child for unreturned, damaged, or lost library and textbook materials. I further acknowledge that library check out and textbook issuance privileges will not be extended to my child until this letter is signed and returned to school.

Signature of Parent or Guardian