



## Library Card Form Rules and Responsibilities

### Library Hours

Monday thru Friday 8:30am - 3:15pm  
Ms. Hooriyeh - School Librarian

#### Library Rules and Responsibilities:

- a) A library card is required in order to check out library items including: books, videos, CDs/DVD, & book kits.
- b) Books, videos, CDs/DVD, & book kits are due back two weeks from the check out date.
- c) Not more than one book can be checked out at a time.**
- d) PK1, PK2, PK3 and Kindergarteners are required to have a parent present to check out a book.
- e) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> students are allowed to check out a book, take it home or they can keep it inside their desk in their classroom, and return them by the **due date**.
- f) When returning an item, Please drop it in the **Library Return Box when librarian is not present.**
- g) Parents are financially responsible for lost or damaged books, videos, CDs/DVDs & book kits.
- h) The replacement cost of any library items will be added to your Rising Star billing statement. Library card replacements are 25¢ at the time of book checkout.

Please keep the top portion as a reminder of library rules and responsibilities. Fill out the form below and return it in your **PIE** or place it on the **Librarian's desk** or **give it to school secretary**.

### Library Card Form

- I understand that all items checked out of the library will be returned no longer than two weeks from the check out date.
- I take full responsibility for any books, videos, CDs/DVDs & book kits that I or my child checks out of the Rising Star Library.
- I understand that I will be billed for any lost or damaged library property i.e. books, videos, CDs/DVDs & book kits.
- I understand that replacement Library card is 25¢ and due before any books, videos, CDs/DVDs & book kits can be checked out.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Class

\_\_\_\_\_  
Print Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date