

TOPANGA ELEMENTARY CHARTER SCHOOL LIBRARY

September 2009

Dear Parents and Students,

Welcome to Topanga Elementary Charter School Library. This letter is to inform you of your responsibility with regard to our school library circulation policy.

For success in learning, students need many opportunities to interact with good books by reading them and by using them for research. Therefore, all students will have the opportunity to borrow books. (*Grades K-1 will leave borrowed books in class; grades 2-6 may take borrowed books home*) Borrowing books from our library is a privilege and each student is responsible for the books he/she borrows. If a book is lost or damaged, it must be replaced with an **identical copy** (i.e., a paperback cannot replace a hard cover) plus processing fees, or parents will be expected to pay the replacement price for any lost or damaged library books plus processing fee;

(Education Code 48904), the school is authorized to suspend borrowing privilege, withhold grades, diploma, and transcripts of students until the obligation is cleared.

Please read, sign, and return this complete form by **Friday, September 18, 2009**. Students may not check out books from the library until this form is completed and returned to the library.

If you have any questions, please come visit, call or email me:
Msrenfrolibrary@aol.com

Sincerely,
Sioux Renfro
Librarian

I understand that I am responsible for the books that I check out of the T.E.C.S Library. I will take great care, not to let them get wet, torn or lost. If I lose or damage a book, I must pay for or replace it.

Student's name (please print) Room Teacher

Parent's Signature Phone Date

The more you read, the more you'll know. The more you know, the more places you'll go!!