

# **Sarah Adams Library Media Center**



Dear Parents,

Welcome to another new school year in the Sarah Adams Library Media Center (LMC). Your child will be given the opportunity to check out materials from the LMC each week with their class. This letter is to explain to you some of our procedures in the LMC.

## Check Out Information

Students in 1<sup>st</sup>-5<sup>th</sup> grade will be able to check up to two items a week when they come in with their class. They may check out two books or one book and one magazine. However, the students will not be allowed to have more than two items checked out to them at any given time. This means that if a student has one item overdue he/she can only checkout one additional item that week. If a student has two items that are overdue, he/she may not check out anything until the overdue items are returned. Students can return the overdue item at any time. Thank for your understanding on this issue.

There are no "daily fines" for overdue books. However, if any book is more than 3 weeks overdue, it is assumed to be "lost" and the student will be charged the replacement cost (plus a \$1.00 processing fee) for the book. The student will not be able to check anything out of the LMC until that item is found or paid for. If you pay a lost book and then find the book, we will gladly refund your money (minus a \$1.00 processing fee.) However, in the case of a "lost" magazine, money that has been paid will not be refunded if the magazine is found.

### Care of LMC Materials

Please help your child take care of LMC books by handling them carefully and keeping them in a safe place at home. Learning to use "shared materials" in a responsible manner is an important part of the educational process. If you or your child finds any damages in a book or the book becomes damaged while you have it at home, please do not attempt to repair the damage yourself. Have your child return the book and bring the damage to the attention of LMC personnel so the book can be properly repaired. If a book becomes damaged beyond repair while your student has it checked out, a note will be sent home and a replacement charge will be assessed for the book. Thanks for your understanding on this issue.

### LMC Website

Please be sure to visit our website for more information about us, ideas on books, authors, and useful websites for each grade level. We will also include any work that your child has completed during library so you can enjoy it from home. We hope your child enjoys using the Sarah Adams LMC and hope that they have a great school year.

Sincerely,  
Mrs. Doheny & Mrs. Cohn

