**FORESTDALE SCHOOL LIBRARY**

**POLICIES & PROCEDURES**

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**Circulation:** Kindergarten and first grade will be able to check out a total of 2 books at a time and second grade will be able to check out a total of 3 books at a time.

Reading is one of the most important skills your child will learn in school. Like all skills, improvement comes with practice, and the Forestdale School Library provides a wide variety of books for students to borrow for reading practice, information, and enjoyment. Your student’s class will visit the school library weekly for library instruction and to select books. You can help your student by reading to or with him/her and asking questions about the story and illustrations. Discuss favorite characters and important parts of the story. Encourage your child to spend time reading at home every day.

* Students are responsible to handle library books with care, since they are for everyone to share. Please keep books away from pets, food, and all liquids.
* Any book damage should be reported to the library as soon as possible so we can attempt repairs.
* Library books may be kept for 2 weeks and may be renewed for an additional week, if requested.
* An overdue (late) book means a student cannot borrow another book until the overdue book is returned. There are no fines for overdue books.
* If a book is lost, payment toward a replacement or a comparable replacement book will be requested.
* If your family plans to move from Forestdale Elementary, please return all books before moving.

We hope your student will read and enjoy many books and grow in reading skills while attending our school.

Happy Reading!