

MS. BOHR'S LIBRARY RULES

CHECKING OUT A CLASSROOM LIBRARY BOOK*

1. Fill in the sign-out sheet with the **date**, your **first and last names**, and book **title**.
2. Check the book for damage (ripped covers, torn pages, writing, etc.). If any damage is found, show the teacher so that it can be documented.
3. Each student may check out **one library book at a time**.
4. Check out time is three weeks. After three weeks, you must return the book or renew it. If there is a long waitlist students may not have the option to renew right away.

RETURNING A CLASSROOM LIBRARY BOOK

1. Find where you originally checked the book out in the binder.
2. **Fill in ONLY the date that you are returning the book.** Do not create another sign-out row.
3. You may only borrow another book once you have completed the check-in process & Ms. Bohr has signed off on it.

GENERAL RULES

1. Check out and check in times will be before class begins, after class, or when the teacher gives permission.
2. You must remain quiet while browsing for a book. Please do not distract other students.
3. **You are 100% responsible for the book you check out.** If you lose or damage the book, you must replace it or pay for the book to be replaced.
4. Do not bend back the cover, dog ear pages, or do anything that would actively damage the condition of the books. Students seen bending the covers or causing damage in class will no longer be allowed to borrow books from my library.
5. **If you replace the book without signing it back in and the book turns up missing, you are responsible** for the book and must replace it or pay for the book to be replaced.
6. Replacement can be done in one of two ways. Either buying a new/gently used copy of the same book or sending in cash so that I can buy a new book. **Be sure to follow all directions.**

MS. BOHR'S LIBRARY AGREEMENT

Dear Parents & Guardians,

Independent reading is the foundation of our English classes' goals and objectives. Throughout the year, your child will have an opportunity to choose from a variety of books to read from their own resources and also resources provided, including my personal collection. It consists of various books donated, along with many that I, or other teachers, have personally purchased over the years.

Please keep in mind that these books are for the use and enjoyment of *all* our students. In order to maintain our library, all students are responsible for keeping any checked-out materials in a safe, protected environment. **If a library book that your student has checked out is damaged, destroyed, or lost, that student is responsible for replacing the book.** To avoid this consequence, I ask for your help in encouraging your child to treat the books respectfully.

- *Encourage your child to set aside time every day for reading choice material.*
- *Be aware of your child's current reading level and help your child set reading goals.*
- *Encourage a wide range of books & other reading materials (e-books, graphic novels, audio..)*
- *Show an interest in what your child is reading. Discuss it with your child.*

In addition, it is important that you know that I may not have had the opportunity to read every book that is in our classroom library collection, especially not all recently. While the books are primarily YA (Young Adult), this is a very broad category. These books range in genre, difficulty, maturity, & content. Some have even been relabeled as NA (New Adult). Due to this wide range, I try to note when I can, certain books that read at a higher academic level & also those containing more mature context, some dealing with potentially triggering topics. Some such topics include struggles with drug use, mental health, eating disorders, self harm, & suicide. If there are particular topics you & your student feel they are not ready for, please let me know & we can work our best to separate them out for your student. If there are any types of these books you do not wish to borrow, please indicate below or send in a letter detailing. Please read over all classroom library rules with your student & sign below if you wish for them to have access.

Please read the following information carefully with your child. Then return the signed bottom portion with your student as soon as possible in order to allow them to begin reading.

If you have any questions or concerns, whether before or after signing, please do not hesitate to reach out & contact me.

Thank you,

Ms. Bohr

sbohr@classicalacademy.org

Please sign on the back side that you have read and agree to the rules governing the use of Ms. Bohr's classroom library and return this bottom portion at your convenience. Thank you!

Parent/Guardian Signature _____

Date _____

Student

Signature _____ Date _____

Are there any particular titles or topics you would like to avoid? _____

An additional signature below allows for borrowing of any potential title/level/topic:

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