

Birney Library Policy Acknowledgement (Book Checkout Agreement) 2016-17

27225 Evergreen Road, Southfield, MI 48076

248-746-8801

Class _____ Library Day _____

Soon we will begin circulating library books to grades 1-5. Please discuss the following with your students. Both the student and the adult should sign and return the signature portion of this form to their School Librarian, Julie Barile.

Note: These policies are found on Birney School web site under Media.

Student: Please read with your parent/guardian.

1. Students in grades 1-5 may borrow 1 book at a time from the Birney School Library.
2. Classes in grades K-5 visit the Library once every Tuesday. The student is responsible for returning the book he/she borrowed.
3. The due date can be found on the front/back of the book.
4. The student will not be allowed to borrow any more books until the overdue book is returned.
5. Overdue notices will be issued every quarter and grades withheld.
6. Lost books should be paid for (replacement fee) or replaced with a new copy of the book.

Parent/Guardian: We recommend that:

1. You develop a routine with your son/daughter to help them remember Library Day (Tuesday) and bring their Library book to school.
2. The student makes a special place to keep their Birney School library book at home.

Parent/Guardian: If a book is overdue or lost:

1. Student Check-out privileges will be temporarily suspended.
2. The student should look in their backpack, in the classroom, in the car and at home for overdue books.
3. Notices about overdue items will be issued to the student through the School Librarian, Julie Barile.
4. No fines are assessed for overdue items.

Parent/Guardian: When several overdue notices have been issued, we will presume the book is lost and grades will be withheld. Options are:

1. Find the item.
2. Pay the replacement fee.
3. Purchase a replacement copy of the book for the library.

Replacement fees can be found on the overdue notice and can be paid in either cash or money order. The fee or book should be given to the School Secretary, Mrs. Hill. Thank you, Julie Barile, Birney Librarian.

Birney Library Policy Acknowledgement

Please sign and return the signature portion of this form to the School Librarian. I agree to follow the Library rules and take care of the books I borrow.

Class _____ Date _____

Student signature _____

I have read the student policy with my son/daughter. I understand the rules and policies of Birney School Library. I will support my son/daughter as a Birney Library patron.

Parent's signature _____ Date _____