

Pflugerville ISD Elementary Library Policy

Welcome to our library! We are excited to begin another year at Highland Park Elementary School. There are some things that are important for you to know about our library. To provide an enjoyable library experience for your child, we ask that you read the important information below and return the bottom portion of this form with your signature to your child's classroom teacher.

The library is open from 8:45a.m. to 3:00p.m. on school days. Students in Kindergarten and First Grade are allowed to check out one library book while students in Second Grade through Fifth Grade are allowed to check out two library books. Students may keep their library book(s) for two weeks.

It is extremely important that the parent, teacher, student, and librarian work together to teach students respect for books and their content. Here are a few guidelines to keep in mind when handling any book:

1. Carefully turn the bottom corner of pages one at a time to avoid accidental tears. If you do happen to tear a page, please bring it to the librarian to fix with special book tape.
2. Use a bookmark instead of turning down page corners to remember where you stopped reading.
3. Avoid using pencils, crayons, glue, or pens anywhere near books.
4. You never know when a drink may spill. Please steer clear of food and drinks when you have a book in hand.
5. Turn your book in **on time** so other students may also enjoy reading it.
6. Provide a designated safe place for your library book at home.

You and your child will be responsible for any items he/she checks out from the library. A fine will be assessed for all books that are lost or damaged.

Volunteering is Pfun and easy! Volunteers help by shelving books, assisting students in book selection, monitoring circulation computers, and assisting with special events like book fairs.

Please contact the librarian, Margaret Dominguez, at (512) 594-6821 or Margaret.dominguez@pfsid.net to learn more about volunteering or with any specific questions you may have about library operations.

Remember, reading is the most important activity you can share with your child to help him/her be a successful, life-long learner!

My child and I have discussed the responsibility of taking care of library books, and we understand that we are financially responsible for any damage or loss.

- YES, we will be responsible for library book(s) checked out.

Parent signature

Student signature

Teacher name

Date

Please sign and return to your child's teacher so your child can begin enjoying our great library!