

# AAA Media Center Rules

Student Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_  
(Please print)

Dear Parents/Guardians,

Please sign and return this form promptly so your child may begin checking out books.

1. Each teacher schedules class visits to the Media Center, however, students may come to the Media Center individually or as part of a small group as often as they like, provided they have the teacher's and librarian's permission.
2. Pre-K, Kindergarten, and first grade students may check out one book at a time for a period of two weeks. All other students may check out up to two books at a time for a period of two weeks. All students may renew checked-out books one time.
3. Students assume responsibility for returning or replacing any book checked out in their names if it is lost or damaged; therefore, **checking out books for another student is strongly discouraged.** The replacement cost for lost or damaged books is \$16.00 per hardcover book and \$8.00 per softcover book.
4. There are no fines for overdue books; however, students may not check out additional books until all overdue items are returned or paid for.
5. Students may use reference books (those labeled "R" on the first line of the call number) and magazines in the Media Center only, unless they obtain special permission from Mrs. Levert.
6. Backpacks and book bags are not allowed in the Media Center but may be stored in a designated area while students are inside the Media Center.
7. All students are expected to follow school rules in the Media Center and to practice ethical behavior when using Media Center computers (they should be familiar with the guidelines for ethical computer use published in the Huntsville City Schools' Students Handbook). Students must respect others and our school property so that everyone may enjoy the use of the Media Center.

I understand and agree to follow the above Media Center rules.

Student signature: \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_