

Ketterlinus Elementary School Media Center
67 Orange Street St. Augustine, FL 32084 (904) 547-8548

Denise Droege Media Specialist
Cindy Stevens Media Resource Technician

Dear Parent,

I hope that your child and you will enjoy using all of the materials that we offer in our library/media center. I believe that you and your student will find it to be a pleasant learning environment. I would like to take this opportunity to briefly state the media center policies:

1. A letter of permission must be signed by a parent or guardian before a student is permitted to check-out library materials.
2. Library books circulate for two weeks from the date they were checked out. If they are late, the student will be fined \$.05 per day excluding weekends and holidays. Students are not fined if their books are late due to an absence.
3. Other library materials, such as magazines and reference books, circulate for three days and the fine is \$.05 per day that they are late.
4. Students are held responsible to pay the replacement cost of any lost or damaged library materials.
5. Parents are invited to check-out library materials.

I look forward to sharing the joys and excitement of the library with your child and you.

Sincerely, Mrs. Droege

Please complete form below, detach and return to Mrs. Droege.

I give my permission for my child _____
to check-out materials from the Ketterlinus Elementary Library.

email _____

Signed _____

I would prefer, at this time, that my child _____
not be permitted to check-out materials from the Ketterlinus Elementary Library.

Signed _____

I wish to restrict my child _____ from checking out the titles
listed below. I understand that it is my parental responsibility to explain these
restrictions to my child.

Please list title and author: _____

email _____

Signed _____