



Welcome to our Library Media Center and a new school year! I thought I'd take this opportunity to mention some things about library book care and policies. Please read this article and discuss it with your student(s). If you do not want your student to participate in checking out books this school year, please send me an email at klarson@shpamn.org or call me at 952-426-6000.

Book Care

One of the concepts we emphasize in the Library Media Center is respect for property. You can encourage your child to take care of his or her borrowed library books by:

- keeping library books in a safe spot in your home - please help designate one!
 - carrying books by the spine (instead of by the pages)
 - washing his or her hands before reading or handling books
 - keeping food and drink away from library books
- if it is a rainy day, wrapping books in a plastic bag in his or her backpack.
- informing Mrs. Larson about any torn pages or writing found in the book.
- Please do not attempt to repair books at home.

Overdue notices and bills for lost books will be sent home periodically with your child. Please check backpacks and folders for overdue notices.

Damaged or Lost Items

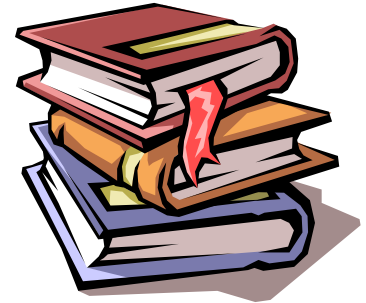
While we do not charge fines for late books, we do charge if a book is irreparably damaged or lost. To pay a fine, send cash in a sealed envelope or a check made out to SEVEN HILLS PREPARATORY ACADEMY to school with your child. If a lost book is found or returned, the total fee will be refunded to you provided a replacement has not yet been purchased. We would most importantly need the book back no matter how damaged it is because it may be able to be repaired. All fees will be used to purchase new materials for the library.

NOTE: No child will be prevented from checking out books due to financial hardship. If at anytime you cannot pay for a lost book, please contact Karissa Larson at klarson@shpamn.org or visit the Library Media Center to discuss further.



Thank you for your cooperation and involvement by reading this message to your child.

Karissa Larson
Library and Media Specialist
Seven Hills Preparatory
Academy



Common Questions:

How many books can you check out at a time?
Kindergarten and First Grade may check out 1 book at a time to start. All others may check out 2.

When should books be returned?
Your child will write in their planners when their books are due. Kindergarten student books will always be due on Monday.

May Students renew books?
Yes. Students may renew their book once for 1 week.

What if we forgot the book at home on its due date?
Your child may return the book during their library time but they will not be able to check out a book until the following week.

