



700 North Randolph Avenue ~ Clarksville, IN 47129 ~ 812.282.1447

Mrs. Acacia Luther
CES Library
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Library Policy and Agreement

Parents/Guardians:

I am thrilled to be working with your children in the CES Library Media Center this school year. Students will visit the library each week. They will have the opportunity to listen to wonderful stories and participate in activities. I strive to make their visits to the library stimulating, comfortable, and fun.

With your permission, your child will be able to check out books from our school library. He/she will be instructed on library use and procedures. Please read the following information with your child:

1. K-3rd grade students may have one book checked out at a time for one week; 4th grade students may check out two books. This enables older students to always have a book for pleasure reading, as well as a book needed for class reports and assignments. If a book is needed for a longer time, the book must be brought to the library for renewal. Students will not be allowed to check out a book if they have any overdue items.
2. There are no late fees, however, please stress to your child the importance of returning books on time.
3. Students who borrow books from the library will be responsible for returning them promptly and in good condition. Students and parents will be held financially responsible for payment of any lost or damaged books (replacement cost). Please note options for the replacement of books.

Anyone with an overdue book or outstanding lost/damaged book fine will not be allowed to check out until the book(s) are returned (in good condition), paid for or replaced. Any unpaid fees will be attached to your student fees and carried over, throughout their time at CCSC.

We are proud of our library and are continually adding to our selection of books. You are invited to come and visit anytime.

Library Policy and Agreement Permission Slip

I have read and discussed the Library Acceptance Use Policy with my child and understand my financial responsibility for lost and/or damaged books. I give permission for my child to check out books from the Clarksville Elementary School Library. I understand that this permission slip will remain on file while my child attends Clarksville. This agreement may be terminated either by the school or parent/guardian at any time in writing.

Child's Name: _____ Teacher: _____

Parent/Guardian Name: *(Please Print)* _____

Parent Signature: _____ Date: _____