



Gardenhill Elementary

☆☆☆ National Blue Ribbon School ☆☆☆

California Distinguished School
National Endowment for the Arts Grant School
SB1274 Demonstration Model School
Eileen Burkholder, Principal



September, 2011

Dear Parents,

This letter is to inform you of your responsibility with regard to our *school library media center home circulation policy*.

For success in reading, students need many opportunities to interact with good books by reading and by hearing them read aloud both at school and at home. It is for this reason that our school library media center policy permits **ALL** students to take their borrowed library books home. A copy of the Library visitation schedule will be posted on the school website, for your convenience.

We will be discussing the meaning of this responsibility with your child. We will need your help in making sure that the books are kept in good condition and are returned to the school library media center on time. **Parents will be expected to pay the replacement price for any lost or damaged books.**

The following are ways to help your son or daughter assume their responsibility:

1. Model careful handling of library books.
2. Help your child find a safe place to keep the books during the borrowing period.
3. Help your child remember to return the books on time.

While the books are in your home, we hope that you will:

1. Read them aloud to your child.
2. Have your child read to you.
3. Have your child read silently.
4. Retell /Summarize books together
5. Talk about the book and it's meaning.

Giving all students access to library media center resources at school and at home is one way that we hope to improve your child's opportunity for academic success.

-----Tear Off-----

Please return this portion to your child's teacher: Teacher's name _____

I have read the letter describing the school policy on home book circulation. I have discussed this responsibility with my son/daughter.

Parent's signature _____ Date _____

I promise to take good care of library books and to return them when they are due.

Student's signature _____ Room _____

Address _____ Phone No. () _____