



**Library Copy
2022 - 2023**

**Cypress Village Elementary School
Library & Media Center
949-936-8915**

Library Policies: Transitional Kinder and Kinder

Checkout:

- TK and Kindergarten may check out one (1) book during their library visit.
- The book must be returned along with their library bag before another book may be checked out.
- If the bag is lost, parents may replace it with a 2.5 gallon bag or contribute \$2.00 for the replacement bag.

Renewals: Books may be renewed by bringing them to the library.

Returns: The class return day is the day prior to the class visit.

Overdue Books: Students with an overdue/late book will not be allowed to check out until the book is returned.

Lost or Damaged Books:

- Books that are 3 weeks overdue are considered lost and fines will be assessed.
- Books with irreparable damage not consistent with normal wear and tear are subject to replacement fee. ***Please do not repair any damage. Return the book as soon as possible to the library.***
- Books are ***not*** accepted in lieu of paying a fine. The fine amount includes processing fees which include barcoding, labeling, binding and/or jacket protector. Please note that borrowing privileges, access to grades and registration may be withheld until fines are collected.
- Payment can be made with cash (***exact change, please***) or check payable to Cypress Village Elementary School. Please forward payment directly to the library.

Please sign below and return to your teacher.

Your child will not be able to check out books until this form is returned.

We understand the importance of taking care of library books & will follow the guidance listed above. We will promptly pay for lost or damaged books.

Parent Name _____

Student Name _____

Parent Signature _____

Student Grade _____

Telephone _____

Teacher Name _____



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Library Policies: Grades 1-6

Checkout:

- Students in grades 1-2 may checkout up to 2 books per week.
- Students in grades 3-6 may checkout up to 3 books.
- Students may checkout books during their designated library time.

Renewals: Books may be renewed by bringing them to the library.

Returns: The class return day is the day prior to the class visit.

Overdue Books: Students with an overdue book will not be allowed to continue checking out until the book is returned.

Lost or Damaged Books:

- Books that are 3 weeks overdue are considered lost and fines will be assessed.
- Books with irreparable damage not consistent with normal wear and tear are subject to replacement fee. *Please do not repair any damage. Return the book as soon as possible to the library.*
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Parent Signature _____

Student Grade _____

Telephone _____

Teacher Name _____