

Northlake Library's Checkout Procedures

Each week, your child will visit the library with their teacher or with their teacher's permission to check in/out new books and for library lessons. Please remember to take good care of items that you have borrowed and to be responsible about turning them in on time.

Northlake students are encouraged to keep their library books in their backpacks when they are not being read. That way, on library day, everyone is happy because they've brought their books back and can get NEW ones! All students may keep their library books for 5 school days. The number of books a student may check out depends upon their grade level:

***Kindergarten and 1st Grade - 1 book limit**

*** 2nd – 4th grades - 2 book limit**

*** 5th grade - 3 book limit**

Please encourage your child to adhere to the following guidelines:

- 1. Always handle library books with clean hands and be careful when turning the pages so they don't tear.**
- 2. Keep your book in your backpack when it isn't being read.**
- 3. Always keep library books out of reach of pets, toddlers, and away from food or drinks.**
- 4. Return or renew your books on time.**

As a parent, you can also help by:

- **With younger students, read the book with your child. Talk about the pictures and words. Enjoy the book together! For older students, parents should encourage their child to read 20 minutes each night. Why Read 20 Minutes at Home?**
- **If an accident occurs and a book does get damaged, please do not try to repair the book yourself. Send it back to school with a note and I will do everything possible to fix it so you do not have to pay to replace the book. If a book cannot be repaired or becomes lost, we ask you to pay to replace the book.**