

# ANZA LIBRARY AGREEMENT

Dear Anza Families,

Welcome to the new school year! We are very fortunate at Anza to have a beautiful library filled with wonderful books. Our desire is that every student becomes a life-long reader! Your student will have the opportunity to visit the Anza library each week with his/her class where they will hear a story, learn how to use the library and check out books. Your student is responsible for bringing these books back every week for their library time. There are times when students forget their books on their scheduled library days...**please know that we do not charge overdue fines.** However, if students do not return their library books on their scheduled library day, they will be unable to check out any books until they do so at their next scheduled library visit.. We will send home an overdue notice when a book has not been returned for several weeks.

**If for any reason, a library book is lost, damaged or stolen, you and your student are then responsible to replace that book. Your student will be sent home a notice with the amount due to replace the book. In addition to the cost of the book, it has now become necessary to charge a processing fee of \$5.00 to pay for the additional charges incurred from replacing the book.**

We are asking the families and students to sign a library agreement indicating that they will be responsible for the books the student checks out from the Anza Library. By signing the bottom portion of this page, you and your student are agreeing to pay for any lost, damaged or stolen books. **If for any reason you do not sign this form, your child will be unable to check out books this year. Please note as well that if your student has a library book that was not returned from last year, your child will not be able to check out books until that book is returned or we have received payment for the lost book.**

I look forward to sharing my love of reading and books with our students. I hope that we can work together to teach our students to be life-long readers. If you have any questions or concerns, please feel free to contact me at (310) 725-2197.

Kathy Pittluck  
Anza Library

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## ANZA LIBRARY AGREEMENT – 2010-2011 School Year

**I have read the agreement and understand that we are responsible for any lost, damaged or stolen books that my student has checked out from Anza's Library.**

Student's Name \_\_\_\_\_ Room # \_\_\_\_\_

Library Day \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_