HMCRA Library Procedures and Policies

Dear HMCRA Families,

I am excited to be returning as the school's librarian!
The library will be open on **Tuesdays and Wednesdays**. Each class will have a weekly 30-35 minute visit, plus there will be open hours during lunch recess for 3rd-5th grade students who choose extra library time. K-1st grade will check books out, but they will remain in the classroom. 2nd grade and up may takes books home, but will be due back the following week.

Your child is learning the library rules and the importance of caring for books and returning them on time. Please read the rules below with your child and return this form as soon as possible.

In order to be able to check books out of the library, this contract MUST be SIGNED and RETURNED to your child's teacher.

Thank you for your cooperation and support,
Sarah Kern
Librarian
kerns1@sfusd.edu

---

1. **Be considerate** of others by speaking and moving quietly.
2. Treat books and other materials with care.
3. **Eating and drinking** are **not allowed** in the library.
4. **Check out** books **before** leaving the library.
5. **Return books on time** so that other students may use them.
6. If a **book is damaged or lost,** the **borrower must pay** for the replacement.
7. Students are responsible for ALL items checked out under his/her name.
8. **Enjoy reading!**

I UNDERSTAND THE LIBRARY PROCEDURES & POLICIES AND WILL DO MY BEST TO FOLLOW THEM.

Student's name/Signature _____ Rm#_____

Parent/Guardian signature _____ Date_____