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## Library Users' Contract

I understand that this is **my** school library and the care and return of all library books I borrow are **my** responsibility. This means:

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I will keep books clean and dry.

I will use a bookmark:

I will not put books face down (this breaks the spine of the book).

I will not fold the corners (dog ears).

I will keep the book free of writing or drawing.

I will keep books in their proper place:

I will keep books away from babies and pets.

I will never leave books outside or in the rain.

I will not throw my library books.

I will not balance library books on my head.

I will return books on time so that other students can borrow them.

If I am not careful and responsible with my books the following things can happen:

If I lose a book or damage it, I will have to replace it by purchasing a new copy or paying for the damaged one.

Notices of overdue books will be sent to my parents.

Check out privileges may be stopped if I have long overdue books.

If I have not returned my books by the end of the school year, I will not be allowed to check out books the following year until my obligation is met.

The care of library books and returning them on time should be the student's responsibility; however young children need guidance. Students will not be permitted to sign out library books until the contract is returned.

I understand my responsibilities as a library user.

**Please sign and return.**

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_