August 8, 2014

Dear Dan Mills Family,

Welcome back to another fantastic school year! I am so excited to join the Dan Mills faculty and to be a part of the amazing things happening at our school. Mrs. Withers, the previous librarian, has taken a librarian position in another school system; however, she left the library in great shape and had many programs and activities set up which I plan to continue throughout the coming school year.

Please look over the following information and share these expectations with your child. I will be going over them as well when students begin coming to the library.

The Dan Mills Library has three basic rules:

* Be Responsible
* Be Respectful
* Be Ready to Learn

If a book page accidentally rips, please do not attempt to repair it at home. We use special book tapes and glue, which resist heat and won't discolor.  Return the book with a note and we will gladly repair it.  
  
If a book becomes damaged beyond use, you will be asked to pay the replacement cost.  Most of our books are library editions, meant to take heavy use, and not the trade editions sold in bookstores.  A notice will be sent home with your child to inform you of the replacement cost.  We do not charge overdue fines, but students with damaged/lost book fees may not check out additional books until the fees are paid.

***The number of books that students may check out has changed for some grade levels.*** This year, all grade levels may check out **TWO** books at a time. All items may be checked out for a two week period and may be renewed.

Thank you for your assistance. If you have any questions or concerns, please don’t hesitate to contact me.

Mrs. Sloan Criswell website: danmillslibrary.weebly.com

Librarian, Dan Mills Elementary School twitter: @danmillslibrary

**Please complete and return the bottom section to the library.**

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I have read the library rules and policies with my child.

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Classroom teacher Parent/Guardian signature

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Date