

# ASE Library Use Form

ASE Parents and Students,

Welcome back to school! The ASE library will be available this year to students interested in checking out books for AR and classroom reading. We would like to remind everyone that the library at ASE is staffed by parent volunteers. We do not have a full-time, paid librarian, so please keep this in mind as we progress through the school year.

Please review the library rules with your student. Signed forms should be returned to the school library in order for students to be allowed to check out books.

Thank you for your cooperation.

ASE Library Volunteer Staff

## Library Rules:

- Library will be open Monday through Friday during AR periods ONLY. Students are not allowed in the library at any other time unless a teacher is present.
- Students may only enter the library if a librarian or staff member is present.
- Library volunteers are not responsible for students. Students may not “hang out” in library unless a teacher or staff member is present.
- Students may only check out one book at a time. If a book has been checked out, it must be returned before another book can be checked out.
- Students may check out multiple books with a teacher’s written note. This allows students to have books for AR and projects at the same time.
- Students are responsible for the condition of returned books. Keep books away from food and water and be careful with library books in backpacks and lockers. Students who return severely damaged books will be charged a book replacement fee.
- All books are due on the due date (1 week from checkout). Students may bring the book to the library for renewal if they need more time. Lost books will be charged a replacement fee.
- Students will respect volunteer staff at all times.
- Students will not cross roped-off areas. This includes the back stacks when a librarian isn’t present and the librarian’s work space.
- Students will not remove any items from the library unless it is a book that has been checked out.

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(Student Signature)

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(Date)

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(Parent Signature)

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(Date)