



Welcome Back  
to the  
Hickory Creek  
Media Center

Dear Parents,

We'd like to extend a warm welcome to the Hickory Creek Elementary Media Center. Here your child will find a wealth of information in books, internet access, and resource materials that will help him or her to solve problems, develop interests, and grant opportunities to escape into the world of imagination.

General Information

- I. The Media Center is open 7:45 to 2:45 daily.
- II. Students will have Media time once every six days.
- III. Students may check out books for two weeks, but we encourage students to bring in completed books as soon as possible. Books can be renewed by bringing them to the Check-out Counter. Overdue notices are sent home as needed to remind students that their books need to be returned since others may be waiting to read them.
- IV. Lost or damaged books will be replaced at the expense of the student. (Books still missing at the year's end must be replaced or payment for the book must be made. Students who fail to return or pay for lost or damaged books will lose the privilege of checking out books from the Media Center. Refunds will be given for any book which was paid for and found before June 1<sup>st</sup>. After that date, no refunds can be made.

So that all users of the Media Center can enjoy materials and use them to their fullest advantage, please read the Rules and Expectations on the back of this page with your child.

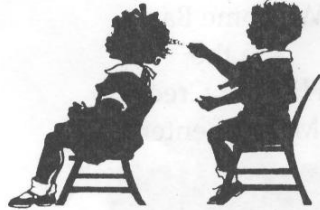
We are very excited about the year ahead and look forward to serving your child. Please return the bottom of this letter to the Media Center as soon as possible. This form must be completed and returned before your child may check out books this year.

Cordially,  
Mrs. Chalut - Media Specialist

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I have read and gone over the rules and expectations of the Media Center with my child. My child has permission to check out books from the Media Center.

Name of student \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Hickory Creek Media Center Rules and Expectations

### Book Care Rules:

- 🔔 Wash hands before handling
- 🔔 Do not leave books outside
- 🔔 Keep books away from water
- 🔔 Do not place water bottle or juice inside backpack next to library books
- 🔔 Keep books away from babies and pets
- 🔔 Tell us if a book is damaged
- 🔔 Take care of books and return them on time

### Media Center Rules:

- 🔔 Respect others using the Media Center - be polite to your classmates and adults
- 🔔 Raise hand before talking - use a quiet voice, listen carefully, and follow directions
- 🔔 Use a shelf-marker when finding books
- 🔔 Consider safety by walking - keep hands, feet, and objects to yourself
- 🔔 Keep all four of the chair legs on the ground - no tipping
- 🔔 Shoes should not touch upholstery