CLASSROOM LIBRARY RULES

Mrs. Bock

# CHECKING OUT A CLASSROOM LIBRARY BOOK

1. To check out a book, you must bring the book to Mrs. Bock’s desk to have the book checked out on her computer
2. Check the book for damages (ripped covers, torn pages, writing, etc.). If any damage is found, show Mrs. Bock so that it can be documented.
3. Each student may check out **no more than two classroom library book at a time** (please see me if you need to use several books for projects, research papers, or reports).
4. Although there is no return date for books, they should be returned in a timely manner. If the book is checked out for a long period of time, Mrs. Bock will check with you to make sure you are still currently reading it.

# RETURNING A CLASSROOM LIBRARY BOOK

1. **Return all books to the book return bin.** Please do not put books back on the shelves even if you are sure you know where it belongs. This way the book will be checked in and you won’t be responsible for the books’ where-abouts even though you have brought it back in. This way I know for sure that it is back in.

# GENERAL RULES

1. You may check out a book any time before or after class or if you have your work done. Mrs. Bock must be in the room and able to go to her desk.
2. You are 100% responsible for the book you check out. Until the book in checked in, you are held responsible for the book. If you lose or damage the book, you must replace it or pay for the book to be replaced.
3. Replacement can be done in one of two ways. Either buying a new/gently used copy of the same book or sending in cash so that I can buy a new book.
4. You are expected to respect and care for each and every book you check out from the classroom library. Understand that these books are the property of **Mrs. Bock** and need to be kept in good condition in order to be available to all students who wish to read them.
5. **Be sure to follow all directions.**



CLASSROOM LIBRARY AGREEMENT

Mrs. Bock

Dear Parents & Guardians,

Independent reading is the foundation of our language arts class goals and objectives. The middle school students are able to check out a variety of books from my classroom library. I have my own classroom library to add a variety of genres that student can read outside of just the school library. These are books that I have purchased personally over the last couple of years as well as few that were left to me in the room. I am proud to say that my classroom library has reached 350 titles and is still growing! Any of my past students would say I have a book buying problem. ☺

Please keep in mind that these books are for the use and enjoyment of all the middle school students*.* In order to maintain our library, all students are responsible for keeping track of their books that they have checked out. Ifa library book that your child has checked out is damaged, destroyed, or lost, he or she is responsible for replacing the book. To avoid this consequence, I ask for your help in encouraging your child to treat the books respectfully and keep track of where they are.

In addition, it is important that you know that I have not had the opportunity to read every book that is in our classroom library collection. Keep in mind that the students are choosing their own books and deciding what they are reading. If you have any concerns about this, please let me know.

Please read the classroom library rules over then return the signed bottom portion with your student by Friday, September 9. The student will not be able to check out books in my library until this portion is signed.

If you have any questions, please do not hesitate to contact me.

Thank you,

*Rachel Bock*

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920-439-1158 Ext. #255

*http://mrsbocksclasswebsite.weebly.com*

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CLASSROOM LIBRARY AGREEMENT

Please sign below that you have read and agree to the rules governing the use of our classroom library and return this bottom portion to me by Friday, September 9. Thank you!

**Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**