

**Columbia Elementary School  
Media Center Permission Slip**

Dear Parents,

We are excited to have your child as a part of our Columbia family! The Media Center here at Columbia has an important goal: to instill a love of reading into every child. In order to provide adequate and appropriate materials for the entire student body, it is important that each student accepts responsibility for borrowed materials from the Media Center. *This letter will stay active as long as your child is a student here at Columbia.* Please review the procedures below.

**Lost/Damaged Books**

If a book is lost or damaged, the responsible student may not be able to check out another book until the replacement cost is paid. *We will not refund the payment if the book is found.* The student may keep the book or donate it to the Media Center.

**Library Cards (K-1 Students Only)**

Each student will be provided a library card. Card replacement will be \$1.00.

**Media Center Rules**

- I will be polite and considerate.
- I will walk in quietly and listen for instructions.
- I will use manners and my inside voice.
- I will treat all materials (books, magazines, etc.) with respect.

Sincerely,  
Stephanie Nguyen, Media Specialist  
Suzanne Marsh, Media Assistant



Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Child's name: \_\_\_\_\_ Teacher: \_\_\_\_\_