

**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, damaged or overdue the responsible student will 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.

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: _____