



The library policies for the Suntree Elementary School Media Center are as follows:

- *Books are due 2 weeks from the date they are checked out.*
- *Students may renew the book if they have not yet finished it unless there is a waiting list for the title.*
- *Students may only get new books when their old books are returned.*
- *There are no fines assessed for overdue books, but payment must be made for damaged or lost books.*
- *Checks may be made payable to Suntree Elementary School. A processing fee is added to the cost of each title lost.*
- *At the end of the school year, any student with a lost book or outstanding payment **will not** be able to check out any new books until the lost/damaged book is paid for, replaced in kind, or returned if found*

Student Name

Homeroom Teacher

Parent Name

Parent Signature/Date