

Rushmore Library Program

September 2023

Dear Parents,

Welcome to the Rushmore Library Program! I am your child's librarian Mrs. Nelson, and it is one of my greatest joys working with the students at Rushmore Avenue School. My #1 goal is to create lifelong learners and lovers of literature.

This letter should serve as a welcome, but also a reference to our library circulation policies here at Rushmore.

- All students in grades 3 – 6 are allowed to borrow two items from the library.
- All items are due back at the next library class.
- If students would like to renew an item, that item must be brought into the library to be scanned into the circulation system.
- If students forget one or both items, they may not borrow anything until the item(s) are brought in for return or renewal. Students will be allowed to locate books during book selection which will be held for one full day. If students do not return their books the following day, the books on hold will be placed back on the shelves.
- Attendance is taken at the beginning of each library class to indicate whether or not items are being returned or renewed on time. This information will be applied to each student's library grade.
- Circulation of books ends towards the end of May in order to conduct an inventory of our collection. Any students who have outstanding accounts at that time will receive missed homework grades in the classroom. Students and parents will be given ample time to return items before this happens!
 - ***6th grade parents: Please be advised – any 6th grade student who has an outstanding library account may lose 6th grade privileges in addition to missed homework grades!***
- Overdue notices are mailed home before the end of each marking period, and occasionally put in take-home folders. Please help your child locate their library items if this happens.

If you have any questions, please don't hesitate to contact me via email or phone.

Sincerely,

Mrs. Marni Nelson

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