

Overdue Notice

To the Family of _____,

Attached to this note is information about a book that your child checked out of the library. At this point, the book is overdue. Please take a look at the cover image of the book (if provided) and help your child to find and bring this book back to school immediately so that other students may have the opportunity to check it out. Your child may not be allowed to check out another book until this book is returned or until they have taken responsibility for the missing book.

This will not only affect your child's ability to fully take part in and enjoy library classes, but also limits his/her exposure to other, wonderful, books!

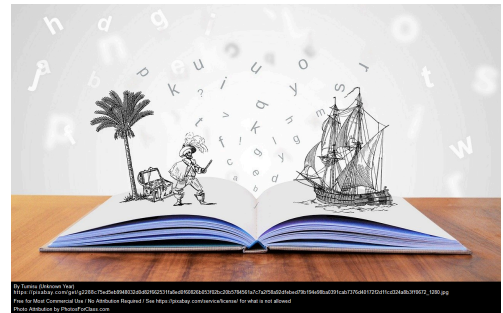
If you can not find the book, please encourage your child to take responsibility for the loss in one of the following ways:

- Return the enclosed slip, along with full or partial payment for the missing book. Your child can bring the payment directly to the library, or you can drop it off in the office.
- Return the enclosed slip, along with a replacement book.
- Have your child see me about alternative ways to take responsibility for the book, such as helping out around the library. Younger students may work with me/ you to create a plan for keeping books safe at home and returned on time.

If you have any questions, please contact me. I can be reached at adelorie@msad49.org, 453-4240 or between 8:00-8:30 or 10:05-10:50, as well as directly after school on most school days.

Thank you so much for your attention to this issue, and happy reading!

Amanda Delorie
Library and Media Specialist
Benton Elementary School



Date: _____

Dear Families,

Keeping our books safe at home is part of being a safe book user. When we lose or damage books at home, it means that no one else gets to enjoy them.

Your child is bringing this note home because they have a book that is at least one month overdue. Per the attached letter, you can choose to pay for or replace the book/s. However, instead, we can work on the skill of responsibility by creating a plan for how to keep our books safe at home. Please create this plan with your child and return it to school. Once the plan is returned to the library, your child may return to checking out books as usual.

Thank you for your help in this matter,
Amanda Delorie
Benton Library/ Media Specialist

Our Safe Book Users Plan

My library day is: _____, and I need to bring my book back to the library to return or renew it every week on this day.

Keeping books safe at home is important. It needs to be in a place where animals and little siblings can't hurt it, but in a place where I can read it! I also need to know where it is on my library day.

A safe place to keep my book is:

Child: _____ Parent: _____