

## From the AHS Library

### Checkout and Care of Textbooks and Library Resources

Dear Parents and Students,

Welcome back to school! We are excited to see you in the library again and can't wait to see your hearts and minds opened by the books that you will experience this year. It is a great blessing to have the library resources that are ours at the school. It is also a shared responsibility to make an effort to preserve those resources to the best of our abilities. The following are guidelines to ensure proper care and stewardship of textbooks and other library resources:

1. All textbooks will be checked in and out through the library. Students should report a lost textbook to the library as soon as possible (lost textbooks are often returned to the library).
2. Each book has an individual barcode associating it with the student who checked it out. Please do not remove or destroy this barcode. The textbook you have is recognized in our library system by this barcode and is checked out specifically to you. You will need to return the same book you were issued.
3. Our textbooks are issued in various conditions. Efforts are made to maintain and repair textbooks as needed. Students should return the book they are issued at the end of the year in the best condition possible. If you have concerns as to the condition of your book at the beginning of the year, please contact Mrs. McConkie in the library at [mmcconkie@ahsmail.com](mailto:mmcconkie@ahsmail.com). Textbook condition is noted in the front of the book. Misuse of textbooks beyond normal wear-and-tear may require reimbursement to the school, disciplinary action, or both. Writing and drawing on the original book cover is not permitted.
4. Please make every effort to properly handle your book. Keep books away from water, food, pets, etc., and handle carefully in backpacks and lockers. Covering your book with some type of book cover is recommended. Please make sure the cover fits properly – covers that are too small will cause damage to the cover and spine.
5. All books shall be returned at the end of the year. If your student transfers out of a class and no longer needs the issued book, please return it to the library. Fines will be assessed for excessive damage or lost textbooks. Yearbooks will be held until all school materials are returned or fines are paid.

It is a pleasure to work with your family at American Heritage School. Please let me know if I can offer further assistance to you. I am looking forward to another wonderful school year.

Sincerely,

Mrs. McConkie, Librarian  
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American Heritage School