

Library Agreement Form 2019-2020

Please contact the librarian if you have questions about library use, book donations, or would like to be a library volunteer.

In order to ensure that the books are available to everyone, CWS has adopted the following policy:

- Students currently enrolled at CWS and their parents, who have signed the Library Agreement Form on file with the Main Office, will be allowed to take out a maximum of 3 books at a time. Faculty and staff may check out an unlimited number of books,
- The loan period will be for 1 month. Books may be renewed for another month if there is no hold on them.
- Whenever a book is checked out of the library, an email will be sent to the parent's address submitted below. In order to keep track of overdue or lost books, a list of overdue books will be given to the teacher monthly. If a book is lost, the replacement cost of the book will be charged through TADS..

I have read the Library Policy for 2019-2020 and understand that by signing below I agree to be financially responsible for any books that either I or the child (or children) listed below check out from the CWS Library.

I give permission for my child (children) listed below to borrow books from the CWS Library for the 2019-2020 school year.

Name of child

Grade

★ Parent/Guardian Email Address for Notification of Lost or Overdue Books:

Parent/Guardian or Faculty/Staff Signature

Date