Dear Parents and Students,

Welcome to the 2017/2018 school year! One of the many opportunities your child will have is the privilege to use the school’s media center. This is an important opportunity for your child.

Your child will most likely visit the media center once a week and will be able to check out books. Please help your child develop an appreciation for the books that they bring home. Some ideas include: having a special place to keep the media center books, keeping books away from water, ensuring hands are clean when reading and returning the books on time.

In an effort to continue to provide a high level of resources for your child we have a few policies in place that include:

~ Books are due 1 week after checkout
   * If a student wants to extend the time that they have their book the book must be physically brought into the media center for renewal.
   * Students will not be able to check out additional books if there are any overdue books on their account
   * Any overdue books will be considered “lost”, if it has not been returned by the end of the respective marking period.

~ Books that are lost, damaged or destroyed must be replaced or paid for by the student who last checked them out. We understand that books are sometimes misplaced and if the lost book is found and returned before the last day of school we will be glad to refund the fee.
   * Unless stated otherwise on your child’s overdue notice replacement fees for the books are as follows:
     = Paperback books - $10
     = Hardcover books - $15
   * Once paid, your child’s account will be cleared and they will be permitted to again check out books.

~ Royal Oak has a circulation system which keeps the records of your child’s account from year to year, school to school; i.e. if a fine is not paid by the end of the school year, your child will not be able to check out any books the following school year until the matter has been resolved.

Please feel free to contact your media center clerk if you have any questions.

Addams Elementary (248) 288-3100  Keller Elementary (248) 542-6500
Upton Elementary (248) 549-4968  Oakland Elementary (248) 542-4406
Northwood Elementary (248) 541-0229  Oak Ridge Elementary (248) 588-8353

Thank you for your help.