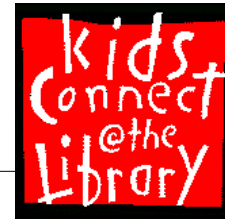




CHARLEVOIX ELEMENTARY SCHOOL  
LIBRARY MEDIA CENTER



September 2009

Dear Parents:

Welcome to another year of learning at the Charlevoix Elementary School Library Media Center.

My schedule still has me at the elementary school on Mondays, Wednesdays and Fridays. On Tuesdays and Thursdays I am at the Middle School Library Media Center. Regardless of this schedule each of your students will have the benefit of a full library period each and every week.

During that time students will be introduced to books, authors and illustrators through a variety of activities that include storytelling and reading aloud. Students will be taught Library Media Center use skills appropriate to their age level which include but are not limited to care of books, parts of books, location of materials using the OPAC (Online Public Access Catalog) and call numbers, the difference between fiction and nonfiction, how to distinguish one genre from another, and simple research skills. I completed training to be a trainer in the use of our new Smart Boards so that technology will be incorporated into their lessons whenever it is possible.

This year every kindergarten and first grade student will receive a book bag which they must bring with them every week in order to check out a library book. If the bag should be lost or damaged beyond use any bag will work. I will continue to provide bags until they are gone.

Kindergarten students are allowed to check out one book for one week. I can not begin to stress how important it is to build responsibility for proper use of materials during their first year at Charlevoix Elementary School.

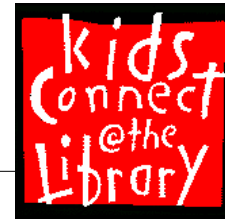
First grade students are allowed to check out two books for one week. Students in grades two through four are allowed to check out two books and a magazine for two weeks. In grades 3 and 4 they can change that magazine into a book.

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At Charlevoix Elementary School Library Media Center we do not charge fines for overdue books. If a student has an overdue book their only penalty is that they are not allowed to check out additional materials until the overdue ones are returned. The only time money is asked for is if the item is lost or damaged beyond repair. If a lost item is found in good condition within six months the money is cheerfully refunded. With the cuts in state funding it is **critical** that we have as few as possible lost or damaged books.

Please assign a special place for Library Media Center materials in your home. We ask that the Library Media Center materials not be kept around food or drink. Please keep them out of the reach of younger brothers and sisters and our other family members, pets. I anticipate your full cooperation and as always I thank you in advance.

I am truly eager to create the same excitement in our students that I hold for books, reading, and the limitless possibilities for learning that can be found in the Library Media Center.

Sincerely,  
Margie Culver, Librarian

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