



Media Center Contract

MUST BE RETURNED TO MS. JENNIFER BEFORE BOOKS MAY BE CHECKED OUT!

I, _____
(Student Name)

will take special care of any material that is checked out to me from the Millhopper Montessori School Media Center. I understand that I am responsible for any material checked out to me.

I understand and agree to the following policies:

1. **Items may be checked out for two weeks.** Books may be renewed twice, as long as someone else hasn't reserved it.
2. Students may only have a limited number of items checked out at one time:
 - **Ms. Anita's class: 3 items**
 - **Mr. Richard's class: 3 items**
 - **Ms. Tina's class: 4 items**
 - **Ms. Sherilyn's class: 5 items**
3. If any item that I have checked out is lost or damaged beyond service, I will replace that item with a new copy or will reimburse the school for the cost of the item plus a \$5.00 handling fee. Damaged beyond service includes: writing in or on, bending, ripping or abuse other than normal wear.
4. I also understand that if I lose or destroy any material on more than two occasions, I will be placed on temporary suspension of Media Center privileges. My situation will be reviewed by my teacher and the Media Specialist before my privileges are restored.

DATE: _____

STUDENT'S SIGNATURE: _____

PARENT'S SIGNATURE: _____