Patriot Oaks Academy Library Media Center  
475 Longleaf Pine Parkway, St. Johns, FL 32259 (904) 547-4066

Dear Parent,

We hope your student will enjoy using all of the materials that we offer in our library/media center and that you both will find it to be a pleasant learning environment. The following are our media center check-out policies.

1. Kindergarteners and first graders check out one book at a time. All other grades may check out two books at a time. About halfway through the year, first graders begin checking out two books, as well.
2. We encourage students to have a gallon-size plastic bag to help protect books from water damage. Water damage is the number one reason that students have to pay for replacement books.
3. Students/parents are responsible for paying the replacement cost of any lost or damaged library materials. We cannot accept books as replacement, only checks or cash.
4. If you DO NOT want your student to check out books from the library, please sign and return the   
   opt-out form below.

We look forward to sharing the joys and excitement of the library with your student. Please see our school webpage for more information about the media center and what it has to offer.

Sincerely,

Kathy Hudson Julie Lau Heather Alexander  
Library Media Specialist Media Aide Media Aide

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Patriot Oaks Academy  
Library Permission Form – OPT-OUT

*I would prefer at this time that my student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, NOT be permitted   
to check out materials from the Patriot Oaks Academy Library Media Center.*

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Room Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO NOT RETURN THIS FORM UNLESS YOU ARE NOT ALLOWING YOUR STUDENT TO CHECKOUT BOOKS FROM PATRIOT OAK’S LIBRARY.