



USE OF LIBRARY PERMISSION SLIP

School Year 2017-2018

Dear Students, Parents, and Guardians:

Throughout the school year, your scholar will have access to our ever-growing library at UICCP. To ensure that the quality and quantity of books are maintained, each family must agree to the UIC College Prep Library Policies before their child is allowed to check out books. Please read the library policies below with your child and sign if you are in agreement. Your child will not be allowed to check out books from the UICCP library until this form has been turned in. Thank you.

UIC College Prep Library Policies:

- Students may check out, renew, and return books only during approved library hours, in the library, and to authorized library personnel.
- Students MAY NOT turn in books to the librarian’s mailbox or to front office staff.
- Students may check out only one book at a time.
- Students must return or renew a book within two weeks of its original check-out date. This is a 14-day cycle and includes weekends.
- Books not returned or renewed within 2 weeks will be considered missing and students will be charged the price of the book as listed on the back of the book.
- Students will not be allowed to check out additional books until the book considered missing is returned or paid for.
- Missing book charges can only be removed by the librarian. All fees for library books will be due before each report card pick-up. Similar to all school fees, the report card will not be released until this fee is paid.
- Students caught stealing books from the UIC College Prep library will receive, at minimum, 4D. Please note that theft is a suspendable offense, and final consequence is decided by Ms. Arroyo.
- All UIC College Prep rules apply in the library.

A note for parents: The library contains books of varying levels of maturity and content. We screen books to ensure appropriate content as much as is possible, but we also believe in limited levels of literary censorship. Ultimately, we will inform a student of the mature content of a book, but we will allow the student to check-out whatever book he/she deems appropriate. It is up to you and your child to decide what this looks like for them, so please have these conversations with your child.

Student Name: _____

Advisor Name: _____

Grade Level: _____

Student’s Signature: _____

Parent/Guardian Signature: _____

Phone Number: _____

