

## Alternative Family Education

### HOW TO CHECK OUT BOOKS:

Take book card out of book pocket and PRINT last name, first name of STUDENT (NOT YOUR NAME) on book card and on BOOK POCKET. Then PRINT DUE DATE ON BOTH BOOK CARD & BOOK POCKET

DUE DATES: Texts are 1 semester (January and year) or full year (6/1/ and year)

Library books are due 1 month from today's date.

Put book cards in basket on counter. Please check to make sure you wrote in book pocket.

### HOW TO RETURN BOOKS;

DO NOT RETURN BOOKS TO SHELF!

Get an empty return bag located under the counter  
Put all items you are returning inside the bag and write student's name, & # of items. Place the bag in check out basket under the counter. (If an item is too big to fit in bag, put note on it with name and put by Mollie's desk).

Since our cards are filed under your student's last name, when books are returned to us without a name in the book pocket it makes our search difficult and often can result in misplaced books in your name. Parents must supervise young children in checkout. You are responsible for all books your family checks out. Thank you.