

Portola Springs Library Media Center Policy Form 2024-2025

Our mission is to teach our students the information literacy skills necessary to access and evaluate information, to use it accurately, creatively, and ethically to provide a wide variety of materials to support the curriculum, and to encourage a life-long love of reading.

Portola Springs Elementary
Library Media Center



Scan Me!

Please check out our website for complete library rules, policies, and additional resources:

<https://portolasprings.iusd.org/resources/library-and-media-center>

About the Library

- We have a collection of over 11,000 print and electronic books suitable for a variety of ages, reading levels, and interests.
- Library books check out for one week with one renewal. Students with late or lost books will **not** be allowed to continue checking out until their books are renewed or returned.
- **Fines** are only collected for lost or damaged books. Replacement books are *not* accepted in lieu of paying fines. Access to grades, yearbooks, and borrowing privileges may be withheld until late books/fines are collected.

Ways to Support the Library

Portola Springs Elementary
Library Amazon Wishlist



Scan Me!

- Donate a book from our [Amazon Wishlist](#). Click the link or scan the QR code to the left.
- Please consider volunteering in the library! Volunteers are needed to reshelve books and additional tasks.
- Donate gently used books and media (board books, children's books, adult books, DVDs, etc). Anything we do not add to the library will be shared with teachers and staff or sold to purchase additional books for the library.

Contact erinyarborough@iusd.org or shirleyku@iusd.org for more information.

Shirley Ku and Erin Yarborough, Library Media Techs

Please sign the bottom portion & return the slip to your teacher.

Your child will not be able to check out library books until this form is returned.

*We understand the importance of taking care of library books & will follow the guidance listed above.
We will promptly pay for lost or damaged books.*

Parent Name

Parent Signature

Student Name

Student Signature

Parent's E-mail Address

Teacher Name and Grade

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