

Dear Parents,

Your child visits the school library in Building 1 regularly once a week with their teachers.

There are certain rules to follow when in the library:

**Borrowing books:** Your child may borrow **up to 3 books**, if German or English. We do not use Library cards but work with the class lists.

Your child may keep their books for up to **1 week**. If they want to continue reading for over 1 week, we have to be told during their next visit with the class, so we can extend the deadline. If your child forgets to bring the books back more than once, we will write them a reminder, as to make sure that the parents help the children return their books.

**Opening times:** The opening times are posted on the **library door**. Since the library is run by volunteering parents at the school, the opening times are not always the same. The library is generally open around the times that the children come with their classes. The library is, however, open in the **lunch breaks** for all students to visit. If you have any questions, please visit or contact us under 030/3032868-0.

\*\*\* If a book is ever lost, we ask you to pay for or provide a replacement for the book. We also request you to give your email-address or telephone number so that we can contact you if a book is missing.

**Please return the section below to the library after filling it out.\*\*\***

Thank you. We hope your child will benefit from and enjoy our library.

Your Library Team.

---

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ class: \_\_\_\_\_

Email-address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I am aware that losing a book will result in having to replace it or pay for it.

---

Date, Signature of Parent/Guardian