

Attention: All parents/guardians **WITH STUDENTS AT EJM WEST AND EAST**

Reference: Library books

From: Stefanie Fleming, Librarian

EJ Moss Intermediate (East & West)

Date: May 8, 2019

Please note that the library will be collecting all books from students and staff the week of May 13<sup>th</sup>. ***We will take up all books from 6<sup>th</sup> graders on Tuesday, May 14<sup>th</sup>, after STARR testing, from 5<sup>th</sup> graders on Wednesday, May 15<sup>th</sup>, after the Science STARR, and from 4<sup>th</sup> graders on Tuesday, May 14<sup>th</sup>, after test re-takes.***

It is imperative that all books are turned in or paid for at that time. Each library in the district must inventory their books/DVDs/etc. before the end of the year. Books must be repaired prior to shelving. **Your help with this process is greatly appreciated.**

IMPORTANT: Please help your student(s) remember they need to have **their library book at school on or before the 13<sup>th</sup>** and should not take it home again. Please talk with them about their library book. Find out if they have one checked out in their name and if they know where it is. If they have lost a book, damaged their book, or don't know for sure if they still have a book checked out, please:

1. Encourage them to look at home and at school/**see the librarian.**
2. Encourage them to ask for a bill for replacing the lost or damaged book . You can call your student's campus and ask for the library to get that information yourself. (If you call during testing, you'll need to leave a message in the office, please. Be sure to leave a #.
3. Send cash in the exact amount (we don't make change) or a check payable to EJ Moss Library in the amount specified.

**\*\*\*\*\*ALL LIBRARY BOOKS ARE DUE ON TUESDAY & WEDNESDAY, MAY 14<sup>TH</sup> & 15<sup>TH</sup>, FOLLOWING RESPECTIVE TESTS.\*\*\*\*\***  
BOOKS MAY BE TURNED IN BEFORE, BUT STUDENTS WILL WANT TO BRING A BOOK FROM HOME DURING TESTING. Thank you for your help!