



Dear Glacier Hills Students and Families,

**Library check out is here** and we are excited to continue book check out during distance learning! **Please read ALL of the information in this document BEFORE you fill out the Book Request Form.**

**Here are the details for Grades K-2:**

- In order to get books for your child, you must complete and submit the [Glacier Hills Library Book Request Form](#).
- If you have multiple children in grades K-2, please fill out a separate form for each child.
- Library/media clerk Colleen **Wagner** will fill book requests based on student preferences indicated in the Book Interest Survey located within the Book Request Form.
- Check out up to 2 books at a time for ~2 weeks. Remember other students might be waiting for your books, so please be respectful of this timeframe. If books are long overdue, your child will be notified he/she will not be able to check out more books until books are returned.
- Book **pick-up** and **drop off** is available on Wednesdays 9-3:30 inside the Glacier Hills main entrance. Books can be found on a library cart labeled for each grade level and books will have a slip indicating your child's name and teacher.
- Book requests must be submitted by **8pm Tuesday** prior to Wednesday Pick-Up
- Use the **Book Return** bin for book returns.
- Book bags(plastic): We will use book bags to protect books. Please reuse the bags by placing new books in bags after dropping old books off in the Book Return bin.
- Questions?? Email Mrs. Wagner: [colleen.wagner@district196.org](mailto:colleen.wagner@district196.org)