

Fort Lauderdale High School  
Innovative Learning Commons (ILC) Book Check-Out Procedures  
Date: August 11, 2025

**Dear Parents and Guardians,**

We are pleased to support your child's reading journey through our school's Media Center. To ensure a smooth and responsible borrowing experience, please take a moment to review our book check-out procedures:

-  **Book Limit:** Students may check out **up to two (2) books** at a time.
-  **Due Date:** Books are due **two weeks** from the date they are checked out.
-  **Care of Books:** Students are expected to take good care of all borrowed books. Please help your child keep books in a safe, dry place and return them on time.
-  **Damaged Books:** If a book is damaged while in a student's care, a **fine will be issued** to cover either the **repair cost** or the **full replacement**, depending on the extent of the damage.
-  **Overdue Books:** No fines will be issued for overdue books once they are returned.

If you have any questions or concerns, please contact our school's Media Specialist.

Thank you for your continued support in fostering a love of reading and responsibility in our students!

Sincerely,  
Ms. Knopp  
Media Specialist  
Heidi.knopp@browardschools.com