Dear Students, Parents, and Guardians:

Your scholar has access to our ever-growing library at UICCP. To ensure that the quality/quantity of books are maintained, each family must agree to the UIC College Prep Library Policies and return the permission slip to the Main Office before their child is allowed to check out books. Please read the library policies below with your child, and sign if you are in agreement. Thank you!

UIC College Prep Library Policies:

- Students need their UICCP ID to check out a book.
- Students must check out & renew books during library hours, in the library, and to authorized library personnel.
- Students may return books to the library during library hours OR to the Library mailbox in the front office.
- Students may check out only 1 book at a time.
- Students must return or renew a book within two weeks of its check-out date. This 14-day cycle includes weekends.
- Books not returned or renewed within 2 weeks will be considered missing, and students will be charged the price of the book as listed on its cover.
- Students will not be allowed to check out additional books until the missing book is returned or paid for.
- Missing book charges can only be removed by the librarian. All fees for library books will be due before each report card pick-up. Similar to all school fees, the report card will not be released until this fee is paid.
- Students caught stealing books from the UICCP library will receive, at minimum, 4D. Please note that theft is a suspendable offense, and final consequences are decided by the Dean of Discipline.
- All UIC College Prep rules apply in the library.

A Note for Parents: The library contains books of varying levels of maturity and content. We screen books to ensure appropriate content as much as possible, but we have not read every book in the library, and we believe in limited levels of literary censorship. We try to inform students of mature content but allow them to check-out whatever book they deem appropriate. Ultimately, it is up to you and your child to have a conversation about what independent reading looks like for them.

We Love Books: We are very invested here at UICCP in growing your student as a reader. Being a reader has such an important impact on his/her education! Please encourage your student to visit the library, email the librarian, or talk to his/her teachers about books. We know what books to recommend to get your student reading! Also, feel free to contact the librarian if YOU have questions or want book recommendations for your student at home! Contact information can be found on the school’s website.

The Library Team

Student Name:_________________________ Grade Level:______
Advisor Name:__________________________
Student’s Signature:_____________________
Parent/Guardian Signature:_________________
Phone Number:_________________________

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