



Tips for Finding Lost Library Books

If your child misplaces their school library book or another item that belongs to the school, don't panic! Most items turn up eventually, but we need the family's help to get the items back. Please follow these steps.

Step 1: Email Mrs. Fleming (the librarian) and the classroom teacher to let us know that you are looking for the item. Mrs. Fleming's email address is sfleming@powayusd.com.

Step 2: Search in these common hiding places:

- In the student's desk, under all of the other stuff
- On the classroom library shelf (look for the library spine labels on our copy)
- In the bookshelves at home (look for the library spine labels on our copy)
- At the public library (If you return a Park Village book to the public library, they don't inform or return it to us. Please stop by the public library and ask them if they have it.)
- Under the bed or couch
- In the student's closet
- At a friend or relative's house (I discourage students from taking their school books to these places)
- In the car
- In another backpack or bag
- At ESS (ask the ESS staff to search)

If you have searched diligently and the item is not found, parents are responsible for paying the replacement cost. Mrs. Fleming will send a bill home after items have been overdue for 21 days or more.

Thank you! – Mrs. Fleming, Park Village Librarian