

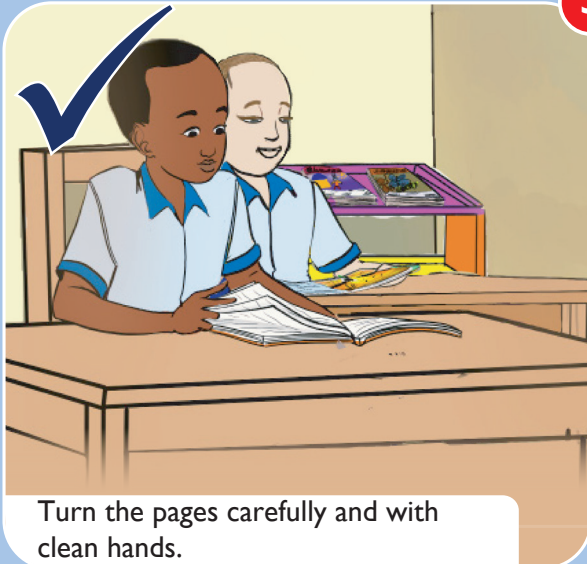
## EXAMPLE OF BOOKS CARE RULES



Keep your books clean.



Do not eat or drink when you are reading a book.



Turn the pages carefully and with clean hands.



Do not draw in the books.



Put your books in a bag to keep them clean.



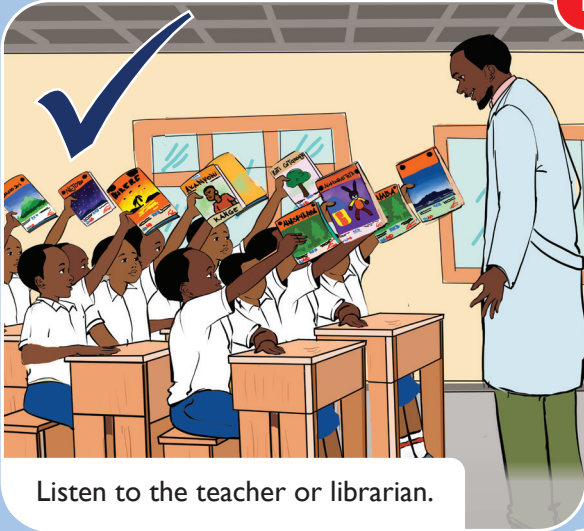
Protect your book from bad weather and from animals.

**MY TIME  
TO READ**

Teachers, keep in mind that children need to read books not only at school but also at home. Encourage them to bring the books home and take care of them.

# LIBRARY RULES

1



Listen to the teacher or librarian.

2



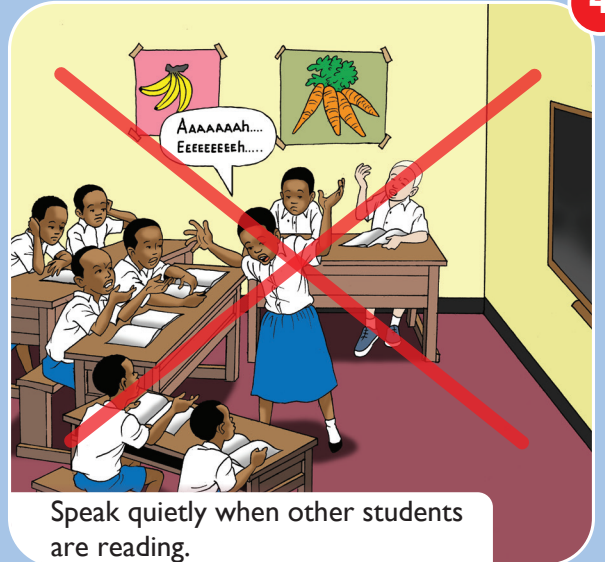
Do not take drinks or food when reading.

3



When you are done reading a book, put it back where you found it.

4



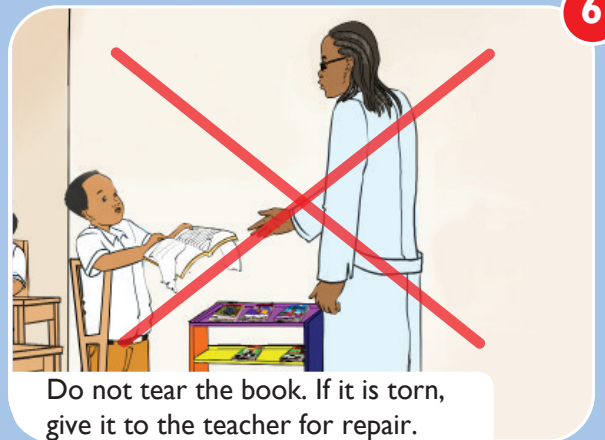
Speak quietly when other students are reading.

5



Check out books to bring them home.

6

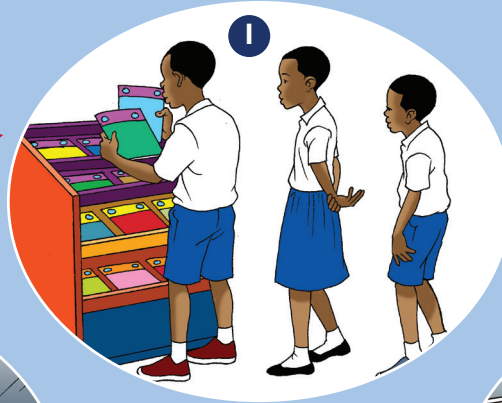


Do not tear the book. If it is torn, give it to the teacher for repair.

## MY TIME TO READ

Teachers, remember to register all books that students borrowed on a daily basis. Let's take care of our books!

## BOOKS CHECKOUT PROCESS



1  
Select a book to checkout and read at home.



2  
Bring the book to teacher librarian or student volunteer for checking out.



3  
Take the book home and read the book to your family.



4  
Return the book within given days.



5  
Bring the book to the teacher to register the details.

6  
Put the book in the return pile or the bookshelf.

### MY TIME TO READ

Leaders, allow teachers to give the books to the children to read at home. The more they read books, the more they learn to read well.