

Library

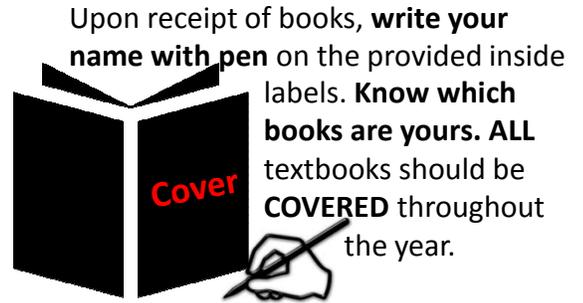


Textbook Policy Quick Sheet

For the complete policy, please read the accompanying page in full.

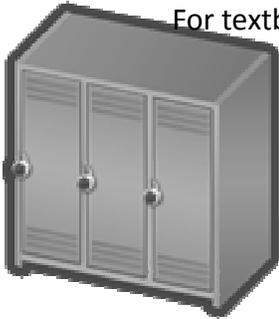


When receiving your books, **flip through all pages immediately**. If you are issued a book with **any** existing damage you must **report it right away**, otherwise, you will be held accountable.

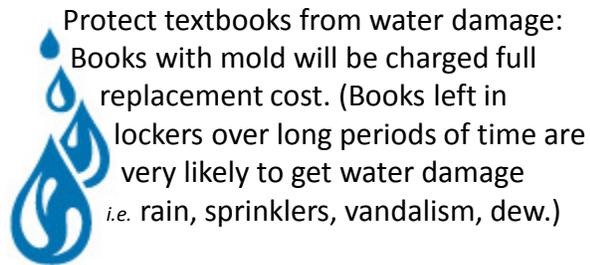


Upon receipt of books, **write your name with pen** on the provided inside labels. **Know which books are yours**. **ALL** textbooks should be **COVERED** throughout the year.

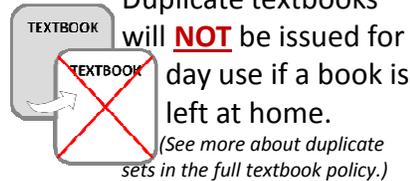
Lockers are for **temporary daily** storage.



For textbook security, leave books at home if they are not required for daily classroom use. **Do NOT keep textbooks in lockers on weekends, holidays, or over vacation breaks.**



Protect textbooks from water damage: Books with mold will be charged full replacement cost. (Books left in lockers over long periods of time are very likely to get water damage *i.e.* rain, sprinklers, vandalism, dew.)



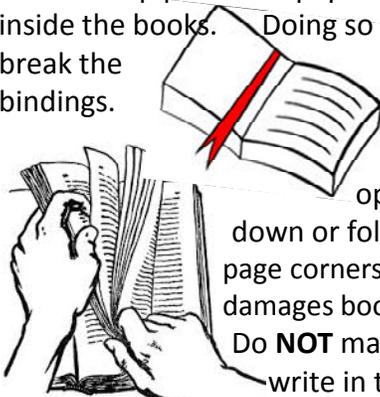
Duplicate textbooks will **NOT** be issued for day use if a book is left at home. *(See more about duplicate sets in the full textbook policy.)*

Do **NOT** share textbooks or lockers. Sharing books frequently leads to confusion and liability issues at the end of the year. **Keep your eyes on your books. You are responsible for the books issued to you.** *i.e.* If your friend gets ahold of it and writes in the pages, **YOU** will be held accountable. Keep your books safe.



Please **treat the books with care**.

Do not keep pencils or papers inside the books. Doing so will break the bindings.

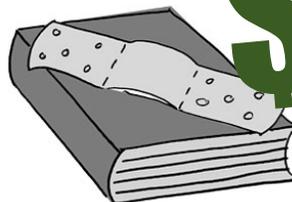


Please use bookmarks – leaving a book opened face down or folding down page corners irreparably damages books. **Do NOT mark / highlight / write in the books.**



The previous core novel must be returned **before** the next is issued.

You are **responsible for any damage** “beyond normal wear-and-tear” **to the textbooks issued to your account.**



If a book is damaged or lost, fees will be assessed to your student account. As provided by law, the parent/guardian of a minor shall be liable for all damages caused by the minor’s misconduct (Education Code 48904). Students who do not return textbooks at the request of the district employee may have grades, transcripts, and diploma withheld until the textbook delinquency is cleared.

Lost books cannot be replaced with a purchased copy; student will be charged the replacement cost of the book.