

Palos Verdes High School Textbook Policy



**LOCKERS are NOT for LONG-TERM TEXTBOOK STORAGE;
USE for DAY-USE ONLY**

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has to offer!*

www.seekinglibrary.weebly.com

DISTRIBUTION OF TEXTBOOKS

- Most textbooks, workbooks, and other instructional materials are issued directly to students in the library at the beginning of the school year. Other textbook transactions (including core novels) occur in the library before and after school, and during nutrition and lunch or as arranged by teachers (hours: 7 a.m. to 3:30 daily)
- A current PVHS identification card (issued at registration) **is required** for all transactions. Replacement cards are \$10 in the Student Store.
- Upon receipt of books, **write your name with pen** on the provided inside labels. Know which books are yours.
- **Upon receipt of books, flip through all pages immediately. If you are issued a book with any existing damage (i.e. stains, wear and tear, broken spine, writing, etc.) you must report it right away, otherwise, you will be held accountable for it.**
- If an instructor recommends a textbook be only issued as an in-class class set, students absolutely may still check one out for personal use outside of class.

CARE

- **ALL** textbooks should be **COVERED** throughout the year; if a cover comes off or no longer adequately protects the book, a new cover must be used. Do **NOT** use adhesive covers or tape on the books. [Paper shopping bags work the best (librarian will be happy to show you how); stretchy cloth covers work also.]
- Do **NOT** mark/highlight/write in, or on, the books.
- **Keep your eyes on your books. You are responsible for the book issued to you.** *i.e.* If a classmate gets ahold of your book and damages it or loses it, **YOU** will be held accountable. Keep your books **safe**.
- Do **NOT** share textbooks or lockers. Sharing books frequently leads to confusion and liability issues at the end of 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: stained or mildewed books will be assessed damage/replacement fees. (Books left in lockers over long periods of time are very likely to get water damage *i.e.* rain, sprinklers, vandalism, dew.)
- Do not keep pencils or papers inside the books, even temporarily. The thickness of these materials weakens the bindings.
- Please use bookmarks – leaving a book opened face down (even momentarily), or folding down page corners irreparably damages books.

RETURNS

- Immediately after a class is dropped or completed (semester or year), the textbook must be returned to the library.
- Core novels must be returned before the next is issued (novels are used in rotation –classes need books returned or there will not be enough).
- Not returning library issued materials at the designated time will incur an “obligation” to your student account.
- 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 (parent/guardian will be notified of the alleged misconduct).

DAMAGES

- **You are responsible (Ed Code BP 6161.2 / cf. 3260 / cf. 3515.4 / cf. 5125.2 / cf. 5131.5) for all damage incurred by the textbooks issued to your account.** Textbooks returned in “beyond normal wear-and-tear” condition will be assessed a **damage fee**. Books with mold will be charged full replacement cost.
- If issued a textbook with damages from a previous owner, you must report the damage to the library staff **IMMEDIATELY** upon receipt of the book; otherwise, you will be held liable for the damage.
- Textbooks returned without barcode labels will be assessed a \$5 fee. If all textbook identification numbers have been removed or defaced, the book will be considered lost and you will be required to pay full replacement cost of the book.
- Please do not repair books at home; return damaged books to library.
- Textbooks that are willfully defaced, marked, cut, or otherwise damaged will be assessed a damage fee. As provided by law, the parent/guardian of a minor shall be liable for all damages caused by the minor’s alleged misconduct (**Education Code 48904**).

LOST TEXTBOOKS

- If a textbook is lost or stolen you are responsible for the replacement cost of the lost item before an additional textbook/workbook is issued. (The library does not accept replacement books in trade.)
- A refund will be issued for items paid for if found and returned within a school year in good, usable condition. (Please bring this to the attention of the library staff upon returning the book.)

DUPLICATE COPIES OF BOOKS

- The school does not have enough textbooks to provide duplicate sets to the general population; duplicate sets are issued only in the case of a medical condition (requiring a letter from the treating physician) or in the case that a student’s IEP stipulates duplicate copies are required.
- A form for a duplicate set of textbooks must be completed by parent and student for issuance of duplicate texts; file with the library. (Physician’s verification letter, if applicable, must accompany the form and be submitted to the Health Office.)
- Students who have left their textbooks at home will **not** be issued temporary textbooks for the day.

Please respect the books. This helps our school provide the necessary texts to all students for the required years of use.

Revised 5/4/2015