



Library & Textbook Information Capistrano Unified School District

- **Textbooks must be covered at all times. (Do not use self-adhesive covers as this damages the cover of the book.)**
- **If you are issued a book from the library and it is found to be damaged or defective in any way, please return it promptly for assessment. (If a damaged or defective book is not returned to the library within one week from the date of issue, the student assumes financial responsibility for any damage to the textbook.)**
- **If any book is lost or damaged, the student to whom the book was issued assumes financial responsibility.**
- **If a student loses a book, the full replacement cost of the book will be charged. Refunds for lost books that have been returned will be honored for up to one year from the date of payment. There will be a \$25 fee charged for any returned (NSF) check.**
- **If a book is returned with damage to the cover or binding, a binding fee of \$25 will be charged.**
- **If a book is returned with damage from water (or any other liquid), the full replacement cost of the book will be charged. (Liquid damage to a book results in mold/mildew formation which is a health hazard.)**
- **Warning: do not lend textbooks to anyone, leave books unattended, or check out books for a friend. (Students are responsible for all materials that are issued to them.)**
- **Lockers are provided as a convenience for students to use while at school. Any books left in lockers are the responsibility of the student.**

Your signature on the “Data Confirmation/Parent Signature Form” confirms that you have read and understood the information regarding the issuance of library books and textbooks.

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