

# Library and Textbook Agreement

- ◆ Textbooks must be covered at all times.  
(Self-adhesive covers are not allowed since they damage the textbooks.)
- ◆ **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. A \$25 fee will be charged for those checks returned by the bank (i.e., NSF).
- ◆ If a book is returned with damage to the cover or binding, a rebinding fee of \$20 will be charged.
- ◆ If a book is returned with water damage (or any other liquid), the full replacement cost of the book will be charged. A book with liquid damage forms mold/mildew which is a health hazard.
- ◆ Lockers are provided as a convenience for students to use while at school. Any books left in lockers are the responsibility of the student.
- ◆ NOTE: Do not write, highlight, draw, etc. in the textbook (Including pencil markings)  
Do not lend textbooks to anyone.  
Do not leave books unattended.  
Do not check out books for a friend.

Your signature on the Library and Textbook Agreement card confirms that you have read, understood, and accept all liability regarding materials and textbooks.

## Book Locker Agreement

*The school reserves the right to open and search student lockers with or without the students' knowledge, consent and/or presence.*

- The school accepts no responsibility for items damaged, lost or stolen from lockers. Textbooks, school materials, and personal items are the student's responsibility.
- **STUDENTS WILL BE HELD ACCOUNTABLE FOR THE REPLACEMENT COST OF ALL MISSING OR DAMAGED SCHOOL MATERIALS.**
- One locker with one locker combination will be assigned for the school year.
- In any case where the school requires that students share lockers, there will be two students to a locker. We recommend students either accompany their locker partner or one student brings both Book Locker Agreements.

IT IS RECOMMENDED THAT EACH STUDENT KEEP SCHOOL MATERIALS AND PERSONAL ITEMS IN HIS/HER POSSESSION AND FORGO THE USE OF A BOOK LOCKER.

Students should never bring more than \$5.00 to school as the security of book lockers cannot be guaranteed.

**LOCKER COMBINATIONS SHOULD NOT BE SHARED WITH ANYONE OTHER THAN YOUR LOCKER PARTNER.**

- Freshmen will need to have a locker partner

Your signature on the Book Locker Agreement card confirms that you have read, understood, and accept all liability regarding the use of a book locker.