

# CHHS LIBRARY & TEXTBOOK INFORMATION

## POLICIES & PROCEDURES 2016-2017

If you've received a notice from the library that you owe textbooks or have outstanding fines, **you may not** participate in the priority registration process that place in early August. The Library will remain open Monday – Friday starting July 27<sup>th</sup> to assist you in clearing any and all fines and for textbook return. Hours of operation: 7am to 3:30pm.

### As part of the priority registration process in August, students will...

- ✓ receive their school I.D card; you will need to bring it to the Library.
- ✓ receive a list of classes for their 2016-2017 school year, you will also need this for textbook check out.
- ✓ Need to bring a backpack or bag to carry books home.

### Important Library Information for when school starts:

- ✓ You MUST have your ID and schedule with you to check out any Text or Library books or to use the computers!
- ✓ All Library books are checked-out for 2 weeks at a time, maximum 3 weeks at one time.
- ✓ Any Library and textbooks fines are be paid by CASH only.
  - ✓ There is a charge if you choose to print any items in the Library; 10¢/page for black and white.
  - ✓ Copier is 10¢/page.

### Chino Valley Unified School District Textbook Policies

- ❖ **Once textbooks are received = student MUST check the book for any pre-existing damages; if damages (not already noted) are visible, student MUST notify the library right away for replacement.**

### How to Avoid Textbook Fines:

- ❖ **Students can cover textbooks at all times. A variety of paper materials can be utilized to cover textbooks. Please check with Library staff for suggestions and/or materials.**
- ❖ **To avoid mixing up textbooks with other students or classroom copies, student's name should be written on the inside front cover.**
- ❖ **To protect books from damage DO NOT DROP backpacks on the floor! Textbooks are a valuable resource to the learning process.**

**Students:** Once you check out a textbook, YOU become the caretaker of that book. It is checked out to you... **If you leave it in a classroom YOU are still responsible for it!** You are also responsible for returning it directly and in person to the library staff. Always wait for confirmation that the book turned in is yours and there are no outstanding fines. In accordance with Chino Valley Unified Board policies, Chino Hills High School reserves the right to withhold grades, diploma or transcripts until reparation is made. If student is unable to make payment, arrangements can be made for voluntary work for the student (BP 6161.2(a); AR 5125.2).

Misuse of a book while it is checked out to you, whether by you or not, will result in the following fines:

Repairable Damages to Textbooks = \$20.00 min fee (6+ pages needing replaced is an additional \$1/page)

- Graffiti
- Torn/Missing Pages
- Cover/Spine Damaged or Missing

Un-repairable Damages to Textbooks = Full replacement price

- Lost Book
- Water Damage
- Mildew
- If repairable cost is greater than replacement price

Barcode damaged or missing           \$5  
Overdue Library book                 25c/day

Please call the library if you have any questions, 909-606-7540 ext. 5434.  
Monday – Friday, 7am – 3:30pm (Library will be closed from 6/30/16 to 7/26/16)

