

## DON LUGO LIBRARY & TEXTBOOK INFORMATION

### POLICIES & PROCEDURES 2018-2019

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 takes place in early August. The Library will remain open Monday – Friday through June 29<sup>th</sup>, 2018 to assist you in clearing any and all fines, and for textbook return. The library will reopen Thursday, July 26<sup>th</sup>, 2018 and will close Friday, June 28<sup>th</sup>, 2019. Regular hours of operation: 7:00am to 4:00pm.

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

- ✓ Receive their school ID card. You will need to bring your ID to the Library.
- ✓ Receive a list of classes for their 2018-2019 school year. You will also need this for textbook checkout.
- ✓ 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 Textbooks, Library books, and/or to use the computers!
- ✓ All Library books are checked-out for two weeks at a time and may be renewed. Please bring your books back before the due date for renewal.
- ✓ Any Library and Textbook fines are to be paid for by CASH ONLY.

#### Chino Valley Unified School District Textbook Policies

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

#### How to Avoid Textbook Fines:

- ❖ Students may cover textbooks. A variety of paper materials can be utilized to cover textbooks. Please check with the Library staff for suggestions and/or materials.
- ❖ To avoid mixing up textbooks with other student's 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 and are very expensive to replace.
- ❖ Repairable textbook damage fee is \$20.00. If the textbook is not repairable, the student will be fined the full replacement value.

**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, Don Lugo High School reserves the right to withhold grades, diploma, and/or transcripts until reparation is made. If the student is unable to pay the fine, 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 minimum fee (6+ pages needing replacement 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

Overdue Library books are charged 25 cents/per day per book.

Please call the library if you have any questions, (909) 591-3902 ext. 4885.

Monday – Friday, 7:00am – 4:00pm (Library will be closed during school vacation breaks & holidays)