



## Take care of your textbooks - things to remember....

- \*Students are responsible for their textbooks.
- \*Students should write their name in the front of their books.
- \*Books should be covered at all times. Don't put tape directly on your book. (If you need help learning how to cover a book, come to the LMC. We've found the best book covers are heavy grocery type paper bags. If you want to use a "stretchy" book cover, be sure it is large enough for your book and doesn't bend the book's edges.)
- \*Students must turn in the **exact text book(s) (and the exact same barcode)** that are checked out to them otherwise they will be financially liable.
- \*Students must present a Clark Student I.D. Card in order to check out a textbook.

\*Teachers will bring students to the LMC to check out textbooks at the beginning of the school year or each semester.

\*A list of books checked out will be issued by the LMC to each teacher so that book checks can be conducted each quarter.

### **Textbook Check-In Procedure**

\*Students must personally return textbooks at the circulation desk. (The book drop is for library books only.) \*By returning textbooks personally, students receive immediate feedback regarding the book's barcode, verifying that they have returned the same book they checked out.

**\*Students must return the book with the same barcode issued to them.** This will avoid being placed on the obligation list.

\*Any damages to textbooks will result in a fine.

### **Procedure for Transfer Students or Students Who Drop**

\*Students who transfer from one class to another after the start of the semester and students who are

withdrawing from school must obtain textbook clearance through the LMC.

## **Procedure for Lost, Stolen, or Damaged Textbooks**

**\*Students must pay for lost, stolen, or damaged textbooks in the LMC.** The payment is recorded in the LMC database. (If the book is found, the student should bring the book to the LMC. Refunds are mailed to the patron address on record at the district office. If the lost book is returned to the LMC by someone other than the student who checked it out and paid for it, the library staff will notify the student and a refund will be made.)