

## Textbook & Library Book Replacement Guidelines

All students are financially responsible for the material checked out in their names. We STRONGLY suggest that students do not leave material unattended at any time. Leaving any book in a teacher's room, even if allowed or encouraged by a teacher, does not remove the student's responsibility for its care or for damages that may occur.

We recommend covering all texts with book covers to maintain the integrity of the books and to make them more easily identifiable. We also recommend writing the student's name on the front cover of any **consumable** textbook.

Any books lost, stolen, or damaged will result in a fine. Fines must be cleared before a replacement book will be issued. There are two options for clearing a fine:

1) OPTION 1: Pay for the book

- a. Cash; checks are accepted for payment until May & beginning, again, in August.
- b. If a book is later returned, a refund will be sent to the address on record.

2) OPTION 2: Replace the book

- a. Any replacement book must exactly match the ISBN# of the lost book.
- b. The replacement book must be complete and in good condition, as defined by library staff.
- c. Replacement books will only be accepted if accompanied by a receipt proving the book was legitimately purchased.
- d. If the lost book is later returned, there will be no cash refunds, though the student may keep the copy, if desired.

Thank you for your support!

CVHS Administration and Library Staff