

Textbook information

Textbooks are an important part of the education process. New textbooks can cost \$100+ each so it is important for students and their families to understand the textbook process to help avoid having to pay high fines for replacements.

As soon as you check out a textbook:

- Write your name on the inside cover, don't mark or write in or on them anywhere else
- Cover it (tutorial video on the library website on "Our Favorite Online Tools" tab or [here](#))
- Keep it away from food and drink, keep it dry and clean
- Keep it in a safe, secure place when you are not using it

According to the California Ed Code 48904, the pupil, or a minor pupil and their parent or guardian, is liable to the Nevada Joint Union High School District for all property belonging to the school district that was loaned to the pupil, and not returned to the district by the due date, or returned damaged. NJUHSD has a policy in place that requires the replacement costs of textbooks too damaged to be used again. It is important that parents and students understand that their student's official transcripts and diploma can be held until payment for fines are received.

When a student checks out a textbook or class set novel, they are responsible for that item until it is returned. Ed code 48904(b) Once the book becomes the student's responsibility; they should enter their name on the inside name label, and cover the books (do not tape directly to the book) to help prevent book damages. Many things can happen in the life of a textbook, including becoming lost or stolen. It is a difficult truth that regardless of what happens to the books and materials, the student and parent or guardian are responsible for replacement costs. The collected funds are returned to the specific department to allow that department to purchase replacement books and materials.

When returning a textbook:

- Remove any papers, post its, clips, etc.
- Unfold any folded or dog-eared pages
- Erase any pencil marks in & on book
- Return them on or before their due date

At the end of the year, students are expected to return all of their textbooks to the Library. When a book is returned and scanned into the system, it can instantly verify who the book belongs to. A common end of the year question from students and parents is: "My student turned in a history book, but you are saying she still owes one!" We find that often students who share lockers or have textbooks sitting out in classroom settings sometimes unintentionally switch their books. Having the student turn in their books personally gives the staff a chance to verify their ownership and acknowledge that they are cleared. Books left in classrooms, on school grounds, and in lockers may not make it back to the Library and will need to be replaced if they become lost.

If you must replace a textbook due to damage or loss, here are your options:

- Pay the replacement cost (can be \$100 or more)
- Replace with a "new" book
 - Must be exact same book (edition, ISBN, etc.)
 - Must be in good or better condition

Our textbook inventory adds up to well over a million dollars, and is an investment for your student's education, and the students that will follow. Each textbook is an asset to a student's success in that

subject. Many hours of work and care are spent each year by staff getting the books ready for the school year.

Understanding the value towards the educational process of the use and care of textbooks loaned to each student is a step towards responsible stewardship.

The library staff are part of a proactive partnership with each student to help make their textbook use a satisfying educational experience. We have an “open door” policy to work with students who may have problems with their books, so “Come on in; let’s figure it out”!