



Lake Elsinore Unified School District

LIBRARY POLICIES - MIDDLE AND HIGH SCHOOL

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Dear Parent or Guardian:

Library and Textbook Policies

The library's goal is to foster a love of reading, encourage inquiry and help students become life-long learners. The LEUSD library media centers provide students library books, computer access and textbooks to support their academic success and personal interest. Please read the following policies pertaining to the library media center:

Library books:

Students may come to the library either with their class or on their own before school, after school, during nutrition break or lunch. Students coming to the library during class without their teacher must have a signed pass. A valid school ID card is required to check out books.

Library books will be checked out for a period of 2 weeks. Books may be renewed as long as it is not on hold for another patron. LEUSD does not charge late fees on library books. However, a student's library privileges and extra-curricular activities may be restricted if books are more than two weeks overdue.

Textbooks:

Textbooks become a student's responsibility from the time of check out until he/she returns them to the library. It is the responsibility of the student to return them on time and in the same condition as when the book was checked out. Each student is responsible for returning the books originally issued to him/her with the exact matching barcodes listed on their computer check out records. Textbooks must be returned in person to the library prior to the end of the school year or withdrawal from school.

- Students must have a valid school ID card to check out their textbooks.
- Students must write their name in pen inside the front cover of the book.
- Students must cover their books. Do not place tape directly on the book.
- Students must not leave their textbooks in classrooms. Students are responsible for any damage, lost or theft of the book checked out to him/her if left in the classroom.
- Students have two weeks to inspect the textbooks they are issued for damage. If damage is found the student must bring the book to the library to have it noted by library staff. Students are responsible for returning their books in the same condition they were issued.

Fees:

If a student loses or damages a library book or textbook, parents are responsible for the following fees:

- Lost books: Current replacement cost of the book
- Water damage: Current replacement cost of the book
- Extensive damage or missing pages: Current replacement cost of the book
- Damaged cover: \$5 and up
- Soiled or torn pages: \$2 each page

If students do not return their library books and/or textbooks or fail to pay for lost or damaged materials they will be billed per Board Policy 6162.2(a) and Ed. Code 48904.3 and their grades, transcripts or diplomas may be withheld. Student library privileges and extra-curricular activities may be restricted for failure to return books or pay fines.

Williams Decision:

Per the Williams Decision there should be sufficient textbooks and instructional materials in the basic core subjects. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home by the eighth week of school.

Student Name/ID _____

Student Signature _____

Parent Signature _____ Date _____

1/9/13