

Student Textbook Insurance Policy

Student Name: _____

Student ID: _____

Accession #: _____

Teacher Name: _____

In order to avoid fines at the end of the semester for pre-existing issues with your textbook, document any imperfections. **Be specific!**

Book Spine and Cover—check appropriate box

Good condition

Bent corners

Torn corners

Minor scratches

Poor condition

Book Binding—check appropriate box D

Good condition D Coming undone

List Damages—include page number (*i.e. torn pages, soiled, writing, etc.*)

Teacher USE ONLY—for Textbook Turn in at Semester End

Document any **condition that was NOT noted by student above** (*office will assess fines*).

LOST (*not turned in*)

Spine and Cover _____

Binding _____

Pages _____

NOTE: Return forms with **Fines or Lost** to Campus Textbook Coordinator in alpha order.

LISD RECOMMENDED BOOK FINES AND REPLACEMENT COSTS

RESPONSIBILITY FOR BOOKS

The student, parent, or guardian will be responsible for the proper use and care of textbooks. They are responsible for stolen, lost or damaged textbooks and are required to pay the school for any replacements or fines. (Education Code 31.104)

FINE of \$2.00/\$5.00 for damaged pages to include but not limited to: torn, soiled, written on, or damage to binding, corners and edges.

FINE of \$10.00 for writing on the outer edge of book pages or damage to outer cover.

FULL PRICE of book for water damage, excessive markings, missing pages, lost, stolen, broken binding, or any book deemed unusable by campus Coordinator.

FULL PRICE for defacing or removing the tracking number or barcode if student cannot verify the book was issued to him/her.

FINE of \$5.00 for replacement of the barcode that was defaced or removed if the student can verify the book was issued to him/her.

FINE of \$5.00 for replacement of Consumable Electronic Student Edition CD-ROM.

If charges for the damage to a textbook exceed 50% of the cost of the book, then the book is to be considered destroyed and full price will be assessed for the book.

Any textbooks that have been paid for in full by a student become the property of the student. If the book is not lost but damaged, on the inside front cover, indicate that the book has been paid for in full and put the date.

Fines paid on textbooks shall also be noted on the inside front cover at the time the fine is paid.