



Book Replacement Policy for Secondary Schools

Tustin Unified School District Libraries

All textbooks and library books are the property of Tustin Unified School District. Students are responsible for keeping library and textbooks in good condition and returning them when they are due. Books returned damaged are subject to the fines listed below. Students who fail to return books or pay fines may be restricted from school activities or unable to register for Fall semester in accordance with TUSD Board Policy #5125.3.

If a book is found after a payment has been made, your fine will be refunded provided the item has been marked LOST less than 365 days and the book is in good condition.

Fines For Repairable Damage:

- Damage beyond normal use and/or missing barcode..... \$5.00
(This includes but is not limited to torn or defaced pages, bent covers, and damaged spine.)
- Damage to front and/or back cover that requires rebinding..... \$15.00

Fines For Non-Repairable Damage:

- Damage rendering the book unusable.....List Price + 8% tax
(This includes but is not limited to lost book, torn/missing pages, and liquid damage.)



Please initial each statement and sign below:

I have read and understood the *Book Replacement Policy for Secondary Schools.*

Student initials *Parent initials*

I have read and understood the *Library Media Center Policy for Secondary Schools.*

Student initials *Parent initials*

Student Name & ID # (print)

Parent Name (print)

Student Signature

Parent Signature