

ROBERT COOLEY MIDDLE SCHOOL 2018/2019 TEXTBOOK RENTAL POLICY

All Cooley students will receive their textbooks on their scheduled check in day at the beginning of each school year. Please follow the following procedures to ensure you will not be charged for damage that has resulted from the prior year.

- 1) **WRITE YOUR NAME AND THE DATE IN INK** in the space provided inside the front cover of the book. Although all textbooks are tracked by barcode, not name, this will help your student keep track of his/her textbooks.
- 2) **SHOW YOUR LIBRARIAN ANY MAJOR DAMAGE** to your textbooks before it was checked out to you no later than September 30th. Have your librarian initial and date it with a description of the damage in the front of the textbook. **FAILURE TO DO THIS AT THE BEGINNING OF THE YEAR MAY RESULT IN A CHARGE FOR DAMAGE TO THE TEXTBOOK AT THE END OF THE SCHOOL YEAR.**
- 3) **DO NOT LOAN YOUR TEXTBOOKS TO OTHER STUDENTS.** *You are responsible for the care and return of all textbooks checked out to you during the school year.* Remember, **TEXTBOOKS ARE TRACKED BY THE BARCODE, NOT A NAME IN THE FRONT OF THE BOOK.** Returning a textbook checked out to another student will not clear your name.
- 4) **COVER ALL TEXTBOOKS** using paper bags from the grocery store. Packing textbooks to and from school in your backpacks may result in damage to the books. **DO NOT USE** tape or other sticky substance directly on the textbook. It will result in damage to the book when removed.

ALL LOST OR DAMAGED TEXTBOOKS MUST BE PAID FOR

Please remember that your teachers are not responsible for your textbooks, even if they have been left in the classroom.

Bills will be mailed home at the end of the school year for all missing textbooks, as well as those that are returned damaged. Please make checks for textbooks payable to: **ROSEVILLE CITY SCHOOL DISTRICT** in the amount listed on the bill.

PLEASE CONTACT THE COOLEY LIBRARIAN FOR REPLACEMENT COST OF EACH INDIVIDUAL TEXTBOOKS.

Updated Sep. 2018

