

Textbook Replacement Guidelines

All students are financially responsible for the textbooks checked out in their names. We STRONGLY suggest that students do not leave texts unattended at any time. Leaving a text in a teacher's room, even if allowed or encouraged by a teacher, does not remove the student's responsibility for its care or for damages that may occur.

We recommend covering all texts with book covers to maintain the integrity of the books and to make them more easily identifiable.

Any books lost, stolen, or damaged will result in a fine for the replacement cost. Settlements must be made before a replacement book will be issued. Settlement options are as follows:

- 1) OPTION 1: Pay for the textbook
 - a. Cash or checks are accepted for payment.
 - b. If a book is later returned, a refund will be sent to the address on record.

- 2) OPTION 2: Replace the textbook
 - a. Any replacement text must exactly match the ISBN# of the lost text.
 - b. The replacement text must be complete and in good condition, as defined by library staff.
 - c. Replacement texts will only be accepted if accompanied by a receipt proving the text was legitimately purchased.
 - d. If the lost textbook is later returned, there will be no cash refunds, though the student may keep the textbook, if desired.

Thank you for your support!

CVHS Administration and Library Staff