





## Damaged Textbook Fees


By law, students and/or parents are responsible for paying for textbooks that are lost or damaged by the student. Students must be responsible for the proper use and care of textbooks and will maintain book covers on all textbooks at all times. Any misuse of the textbooks due to carelessness or neglect may be considered a cause to charge the student a fine for the textbook

The State does not provide guidelines for assessing costs for lost or damaged textbooks. Therefore, the policy for assessing damaged textbook fines has been established by the McAllen Independent School District.

 Any textbooks which have been damaged or defaced beyond usable condition are to be considered destroyed and full price for the textbook will be assessed.



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

 Removal of Bar Code Labels **Prohibited**. The Bar Coding System provides a direct link from textbook to student. A student cannot return a book that has been issued to another student. All books returned are accredited to the student to which they were issued.

### Textbook Fines

Markings in book.....	\$ .50 - \$1.00 per page
Markings on book edges.....	\$ .50 - \$1.00 per edge
Excessive markings.....	Full price
Torn pages.....	\$1.00 per page
Page(s) torn out of book, considered total loss .....	Full price
Lost book.....	Full price
Broken or bent book cover/binding (non-defective item).....	\$2.00 - \$10.00
Bar-code Missing.....	Full price
Bar-code Missing ( <b>Upon confirmation this book has not been reported missing</b> )...	\$10.00

### Payment for Lost Textbooks

Any textbooks that have been paid for in full by a student become the property of the student. Mark out the "Property of the State of Texas" on the inside front cover and indicate that the book has been paid for in full and the date. Fines paid on textbooks shall be noted on the inside front cover at the time the fine is paid.

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_ Campus: \_\_\_\_\_

#### Lost Textbooks

Title: _____	ISBN# _____	Asseccion # _____	Txtbk Price \$ _____	Fine: \$ _____
Title: _____	ISBN# _____	Asseccion # _____	Txtbk Price \$ _____	Fine: \$ _____
Title: _____	ISBN# _____	Asseccion # _____	Txtbk Price \$ _____	Fine: \$ _____
Title: _____	ISBN# _____	Asseccion # _____	Txtbk Price \$ _____	Fine: \$ _____

**Total Amount Due:** \$ \_\_\_\_\_

**Amount Paid:** \$ \_\_\_\_\_

\_\_\_\_\_ Paid By \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

Transactions and/or adjustments for lost textbooks and "recovered" lost textbooks must be posted and finalized by Nov 1<sup>st</sup> to ensure the Textbook Department replaces textbooks in a timely manner.