

DAMAGED TEXTBOOK REPORTING FORM

VALENCIA HIGH SCHOOL

Dear Valencia High students and parents,

Welcome to the 2018-2019 school year. **Please open and check your textbooks for damage.** If you have any concerns about the condition of your textbooks, such as torn pages, excessive writing, liquid damage, etc., exchange the book and/or complete the details on the form below and return the signed copy to the library by **August 31, 2018**. **You will be held financially responsible for any loss or damage not documented on this contract.**

PLEASE COVER YOUR TEXTBOOKS!!!! The best covers are the heavy brown paper bags available from grocery stores. **Do not use book socks.** They will not protect the book properly and sometimes can stain the book.

The textbooks checked out to you are important to your academic success but remember you are responsible for the return of your textbooks, including novels in good condition.

DO NOT ELECTRONICALLY FILE THIS FORM.

Thank you,

Mrs. Butera
Librarian

Mrs. Williams
Library Technician

Mrs. Palaikis
Textbook Clerk

Student Name _____ Student ID # _____

Textbook Barcode	Textbook Title	Damage

Parent Signature _____ Student Signature _____

Return this form to the library by August 31st, 2018.