

ERHS Text Book Policy

- All textbooks have been bar-coded, stamped, and recorded into the library database called Destiny.
- Students must have their school I.D. card or know their student ID number to check out any materials from the Media Center. Students receive a current I.D. card free of charge immediately after their picture is taken during Raptor Roundup in August. (If a student misses Raptor Roundup, they can pick up an ID card in the Media Center. If a student loses their school I.D. card, replacement student I.D.'s are available in the Media Center. New students transferring in during the school year will receive an I.D. card in the Media Center)
- All student textbooks will be checked out to the student through the Media Center Library system called Destiny.
- All student textbooks will be checked back in to the Media Center Library system by the student when the class ends or if a student moves before a class ends.
- Students are responsible for *their* checked out textbooks. It is to a student's benefit to access their Destiny record for the barcode list of their checkouts. **They must be returned with the bar-code intact or the student will be charged replacement cost for the book.** (WARNING! the average price for a textbook is about \$75 – if the bar-code is damaged during use, immediately return it to the library for repair. The replacement cost is written under the ERHS stamp on the inside front cover.)
- Students can easily check which textbooks and library materials they have checked out by logging into Destiny on the Internet from school or off campus. (In school, log on to a computer, click on the green start bar, and click on "Destiny". When Destiny

opens, click on the login link in the upper right corner of the window. Use your computer login username and password to log into Destiny. Click on the “My Info” tab in the upper left corner of the window. Off campus internet connections can go to <http://destiny.district833.org/common/welcome.jsp> and click on the ERHS link.

- Books must be returned with reasonable wear or students will be charged a damage fee.
- Do not write or mark in or on your textbooks or along the page edges. Books are typically used for several years.
- Do not cover your textbooks with stretchable book covers (stretchable covers may break the binding). Please use brown paper bags for covering your books.
- Covers must be removed by students before the books are checked back into the Library system.
- Any unreturned books at the end of the school year will be marked lost and students will be charged replacement cost of the book. *Refunds will be given if a lost book is returned within 90 days of the original due date.*
- All charges for lost or damaged library materials and textbooks must be paid before graduation or before transfer to another school. Unpaid charges will carry forward to the proceeding school year(s). Graduation tickets, graduation cap & gowns, school parking passes, and sports registration will be withheld until charges are paid.