

Student Name:

Print

I am responsible for any textbook or instructional materials that I have been issued. If a book or other materials are lost or damaged beyond use, I must pay the replacement cost. If the exact cost can not be determined, the replacement will be as follows:

Hardback books: \$50.00

Paperback books: \$25.00

If a book or other instructional material is damaged and still usable, I must pay for the damage. Torn pages, pencil or ink marks, etc. constitutes damaged. The student must pay 50% of the cost of the book.

Book Title:

Book Number:

Class:

Condition:

I understand my responsibilities and the repercussions pertaining to instructional materials belonging to Wilco ACC.

Student Signature:

Instructor Signature:

Issued Date:

Returned Date:

Condition:

Procedures for Issuing Textbooks

Depending on the program, classrooms may have a classroom set of books or a book for each student in the program. Regardless of the number of books, books must be signed out to a student. All books should be clearly numbered and stamped with a Property of Wilco stamp. Before assigning books to students, teachers should assess condition of texts and note any damage before reissuing the texts.

Issuing Textbooks:

1. Place text in numeric order.
2. Assign book based on alphabetical order.
3. Record text number in grade book or create a master log.
4. Distribute student accountability form.
5. Walk students through the form.
6. Walk around the room as students are completing the form to ensure they are legible.
7. Collect forms once complete.
8. Verify the form is completed.
9. Scan a copy of the forms into your scans folder.
10. File the form per class in a secure location.

Textbook Checks Classroom Sets:

1. At the end of each session, make sure all the books have been returned.
 2. If a book is missing, verify the number and assignment.
 3. Inquire with the student assigned the number where the book is.
 4. Do not dismiss class until the book is returned.
 5. Phone office for assistance if needed.
 6. A student should not use a book that is not assigned to them. If a book is missing, assign one of the spare books to the student.
 7. If a student asks to take a book, the student should sign out a spare book. Do not issue the student his/her book or it will not be there for the next class to use.
 8. During the next class period, check in the book that has been checked out. (Have written documentation)
- *With classroom sets, it is more important than ever for students to develop good note taking skills. The notes are their reference point.

Individually Assigned Book Checks:

1. Every six weeks verify the student has possession of the book.
2. If the student is not in possession of the book, complete an obligation due form and turn into the office.
3. Do not reissue a book to the student unless the school has received payment.
4. Lend the student a text to be used during the class period only.

Checking in Books at the End of the Year:

1. Retrieve your master list and the individual student accountability forms from their secure location.
2. Have students bring their books to the front.
3. As students turn in their books, verify the date turned in and note the condition on the bottom of the page. Have students verify the condition of the book
4. If the book is not returned, complete the obligation due form and turn into the main office.
5. Once all books are accounted for, submit book total to main office.