

2018-2019 Library Media Center Information

School	Contact	Hours	Phone #	Email
Escondido High School	Jenna Rohrssen	M-F 7:00 am – 3:30 pm	(760)291-4070	jrohrssen@euhsd.org
Orange Glen High School	Kerri Silverwood	M-F 7:00 am – 3:30 pm	(760)291-5070	ksilverwood@euhsd.org
San Pasqual High School	Janett Roberts	M-F 7:00 am – 3:30 pm	(760)291-6071	jvroberts@euhsd.org
Del Lago Academy	Lora Beatty	M-F 8:00 am – 2:30 pm	(760)291-2570	lbeatty@euhsd.org

The Library is a great place to read, do homework, projects and get tutoring. Please don't hesitate to ask one of our staff members for assistance.

ID CARDS

- Students should show their **current ID card** when checking out items from the Library. Lost ID cards and ID cards for new students are issued in the library. The replacement cost for a lost ID card is \$5.00 and is to be paid to the cashier.

CHECKING OUT INSTRUCTIONAL MATERIALS

- Students may check out up to three (3) library books at a time. Checkout period is 3 weeks. At the end of the three weeks, students may renew their book for an additional 3 weeks.
- Students are responsible for examining all items issued to them, checking for any damage that is NOT stamped "Damage Noted." If student finds damage that has **not** been stamped, they have two weeks, from date of issue, to report it to library staff. If it is not reported within the two-week grace period, we will assume that the damage was done while the item was issued to the student and a fine will be assessed.
- Students are responsible for the proper care of all items checked out to them including items left in classrooms, on campus or other various places, stolen, damaged or lost.

RETURNING INSTRUCTIONAL MATERIALS

- Each student or their parents/legal guardian is responsible for items not returned by the student.
- Students shall return all items issued to them at the time they leave the school, drop/change a class or at the end of the school year, whichever one occurs first. For one-semester courses, items are due back on or before the last day of the semester. Class novels should be returned as soon as the class has finished the book. A \$5.00 late fine will be assessed for **each** item not returned by the due date.
- If a student leaves the current school to attend another school, they **MUST** return all items on or before the last day at their current school before an official transcript will be released.
- Students are responsible for the exact item(s) issued to them (each item has its own unique barcode number). If a student returns an item with a barcode different from the one that was issued to them, they will still be responsible for the original item.
- Students will be held responsible for erasing any pencil markings in the book and removing all post-it notes prior to returning the book.

REFUNDS

- If a lost item is paid for, then found, (in the same condition as when it was issued) a refund will be issued as long as there are no other outstanding library/textbook debts. Please allow 4-6 weeks to receive your refund by mail.

EUHSD FINES

Fines will be assessed in accordance with BP 6161.2 and AR 5125.2 of the Escondido Union High School District and California State Educational Code Section 48904. Unresolved debts will be attached to the student's permanent record and the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made. Fine amounts for damage to instructional materials varies depending on the type and severity of the damage. Fines range from \$5.00 up to the full replacement cost of the item. **All Instructional Material replacements must be ordered through the library.**

Type of Damage	Library	Textbooks/Equipment
Lost	Full replacement cost (ranges from \$5 to \$50)	Full replacement cost (ranges from \$50 to \$305)
Damaged Beyond Repair (including, but not limited to: excessive liquid damage, mold, excessive writing in book, etc.)	Full replacement cost (ranges from \$5 to \$50)	Full replacement cost (ranges from \$50 to \$305)
Damage to Cover or Spine	\$16.85 Bindery cost or cost of book (whichever is less)	\$15.95-\$35.00 (Bindery cost)
Damaged: In House Repair (including, but not limited to: torn/missing pages, damage to binding, corner or edges of book, partial liquid damage, etc.)	\$5.00 Repair cost	\$5.00 Repair cost
Writing in Book	\$5.00 and referral to Assistant Principal's Office	\$5.00 and referral to Assistant Principal's Office
Overdue/Late	\$0.10 per day/\$5.00 max	\$5.00 per item