

# 2014-2015 Textbook Policy

## 1. BORROWING:

MS/HS students check out textbooks during registration days at the library. Grade 1-4 schedule textbook check out times during the first week of school come with their teachers. All MS/HS students must have their ID card and the copy of course registration on order to borrow textbook. All items must be signed out under student's own name and students are responsible for all the borrowed items. Students are expected to handle all textbooks with courtesy at all times.

\*Procedure for Summer Loan:

1. Library account has to be cleared out for the current year: no outstanding items or fines.
2. Proof of enrollment (tuition receipt for the next school year) is presented at the counter.
3. Summer textbook check out is during the first week after the last day of school.

\*Only one set of textbooks is signed out per student. Textbooks are not signed out for lunch hour/break use.

## 2. LIBRARY CARD:

Students receive new ID card every year when registration process is completed. Replacement cost for lost ID card is 150 Baht.

## 3. LOAN PERIOD:

Textbooks..... End of each course  
Class Sets..... End of using class sets in class

## 4. RETURNING:

All textbooks signed out from the library must be returned to the library at the end of the school semester/year. Return dates are announced towards the end of the semester or the year. If textbooks are not returned during the designated period, they are considered as lost and those concerned students are held accountable for those books. Students are responsible for resolving matters concerning lost textbooks or fines before the last day of school.

## 5. FINES: Textbooks are considered lost if they are not returned to the library.

- Textbook are provided without extra charge; however, if they are damaged or lost, the student is required to pay the cost of repair or replacement plus 20% processing charges.
- The cashier will send one copy back to the library for confirmation of the payment.
- Students can check out books after the fine statement is cleared from the account.

## 6. REFUND:

- If the book is found before a replacement order is processed, the fines will be refunded to students. If the book is found after a replacement order has been placed, no refund will be given. School does not accept books in place of lost books.
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