Raul Yzaguirre Schools for Success
Library Resources Agreement Form

Please read through the Library Policies and Procedures which is both attached to this Agreement Form and located on our website (http://www.ryss.org/Page/1119).

As a library patron, you accept responsibility for the use of all items borrowed from the Raul Yzaguirre Schools for Success Library and fines/fees incurred. Staff/faculty and students must report any damages to a library book prior to or during their check-out so that fines will not be charged for damages once their library books are returned. A maximum of thirty (30) books may be checked out at a time by staff and faculty unless otherwise required. Library books are loaned out for a period of four (4) weeks for all students. Library Resources and Instructional Materials are loaned out for the entire duration of a semester for all faculty and staff. There may be no other item checked out from the library if there are overdue library resources or instructional materials on a patron's account. A lost or damaged library resource or instructional material (Books, Textbooks, Teacher Resources, Equipment, Media, etc.) must be replaced or its cost reimbursed to the library. Overdue items are accrued the day after the due date at a rate of .25 per day up to $5.00. All Library fees are used to pay for the repair, replacement, and purchasing of library/textbook materials. Please contact the library if you have any questions.

Damage Description	Cost
Lost Book	**Full price of book**
Mold Damage	**Full price of book**
Textbook/Library Book Rebind *A text must be rebound if the cover or spine is pulling away from the book.*	**Textbook- $15.00/Library Book-$10.00**
Stain damage to a book *that can still be circulated* *Stain damage that covers a large portion of pages Ex: Ink stains*	**$5.00**
Spine damage that can be repaired	**$5.00**
Writing on/in book *Cost depends upon the amount of writing*	**$3.00 - Full price**
Torn Pages *Cost depends upon the severity of the tear*	**$3.00 - Full price**
Replacement barcode label	**$2.00**