



# THE Vanguard School

*at Cheyenne Mountain Charter Academy*

## Textbook and Library Book Damages and Fines

Students are expected to return library books and textbooks in the same condition as they were received. Books with previous damages are taped or otherwise repaired before being issued to another student. Therefore, students are charged only for new damages to the books and should fill out textbook condition reports carefully and accurately. Assessed fines do not necessarily pay for the repair of a book, but are a contribution to the cost of the book should it have to be replaced sometime in the future because of accumulated damages.

### Fine Descriptions

\$5.00	Non-erasable writing or drawings of any kind (up to 5 pages; replacement cost for more than 5 pages )
\$2.00/ \$10.00	Erasable writing or drawings of any kind (\$2 for up to 5 pages; \$10 for more than 5 pages)
\$5.00	Writing on outside cover
\$5.00	Dirt, stains, scratches, tape residue on cover
\$5.00	Broken corners due to bending or ripping
\$10.00	Broken or cracked spine inside or outside
\$5.00	Torn spine on top or bottom of cover
10% of book cost	Liquid damage if the book is usable
Full book cost	Liquid damage where pages are stuck together or if the book is too unsightly to be reused
Full book cost	Lost or stolen books
Full book cost	Severe damage to outer portion of book requiring rebinding or replacement