

School Year \_\_\_\_\_

Last Name, \_\_\_\_\_

First Name \_\_\_\_\_

WR ID # \_\_\_\_\_

Student Signature \_\_\_\_\_



# Damaged Textbook Reporting Form

## West Ranch High School

Dear West Ranch students and parents,

**Please open and check your textbooks for damage.** If you have any concerns about the condition of your textbooks, such as: broken spine, torn, worn corners or bindings, damaged cover, torn pages, excessive writing, liquid damage, staining etc., complete the details on the form below and return the form to the library with the textbook within the first two weeks of the semester.

**You will be held financially responsible for any loss or damage not documented on this contract. Do not use adhesive covers of any kind!**

**PLEASE COVER YOUR TEXTBOOKS!** The best covers are the heavy brown paper bags available from grocery stores. We will be happy to show you how to cover the books if you need assistance. **Do not use book socks.** ! Regardless of what the manufacturer says they ruin covers.

The WR bar -code is located on the back of the book cover. Note your barcode numbers in a safe place. Use the backside of this page as needed.

Thank you,

*West Ranch Library Staff*

WR Textbook Barcode	Textbook Title	List Damage Example: broken spine, worn corners, damaged cover, torn pages, excessive writing, liquid damage

**Return this signed form to the library within the first two weeks of the semester.**

California Department of Education code: cf. 6161.2-damaged or lost instructional materials)