

2020-2021 Library Media Center Information

School	Contact	Hours	Phone #	Email
Escondido High School	Kristin Krahmer	M-F 7:00 am – 3:30 pm	(760)291-4070	kkrahmer@euhsd.org
Orange Glen High School	Paula Quinn	M-F 7:00 am – 3:30 pm	(760)291-5070	pquinn@euhsd.org
San Pasqual High School	Janelle Alba	M-F 7:00 am – 3:30 pm	(760)291-6070	jalba@euhsd.org
Del Lago Academy	Laura Tardio	M-Th 8:30 am – 3:00 pm, F 10:00 am – 4:30 pm	(760)291-2570	ltardio@euhsd.org
Valley High School	Stephanie Prieto	n/a	(760)291-2244	sprieto@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 LIBRARY & 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 LIBRARY & 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