BHS Library & Textbook Policy

Because library books and textbooks are an important part of the overall instructional program here at Bernalillo High School, they need to be maintained and available for current and future student use.

When a student checks out a book from the library, or is issued a textbook for class, they are responsible for that material until the time it is returned. Damage or loss of that book results in a fine to cover the cost of repair or replacement, and is expected to be paid as soon as possible.

Please note that according to New Mexico Statute (NMSA 1978), Section 22-15-10 (B), a school district may withhold grades, diploma and transcripts of the student responsible for damage or loss of instructional material until the parent or student has paid for the damage or loss.

If fines are not paid at the end of each school year, texts and library books will not be issued to student in following year.

Listed below are suggestions for the proper care and maintenance of library and text books, which should be emphasized with students by parents, guardians and school staff.

1. All books should be handled with care as they are expensive to repair or replace. In addition, books:
   - should not be shared or loaned to other students
   - should not be left in someone else’s locker
   - should not be used while eating or drinking
   - should not be written or drawn in
   - left in backpacks can still be damaged when dropped on the floor

2. Any previous damage to books (at time of checkout) should be brought to the attention of the library staff so they can note the damage(s). This will alleviate charges for damages not the fault of current student.

3. Library books are checked out for a two-week period and should be returned or renewed on or before their due date.

4. All textbooks should be covered with a heavyweight book cover to reduce wear and tear, especially to corners.

5. Parents/guardians should routinely check the status of their son/daughter’s books throughout the school year to verify that they still have possession of their books, that they are being properly cared for, and are in good condition.