

To: Teachers

From: XXXX (Textbook Clerk)

The attached contract notifies students of their responsibility of making sure that their textbooks have the correct Accession numbers (copy numbers) when they are turning in text either to the teacher or the textbook office.

Please make enough copies of the attached contract for each student in each class period. Please have students sign the contracts, and place them in BOX 81, in the faculty lounge, or take them to the book room.

This contract comes after the realization that we will begin implementing the barcode reader and scanner system in the book room, and that some students may turn in a book, which does not belong to them, but, will want to be credited for that book. However, the new computer system will only acknowledge the owner of the book, and will only credit that owner. Therefore, it is imperative that each student turns in only their assigned books. There is no way of back tracking a book that had been turned in by a student after the computer puts the book back into inventory.

If you have any questions, see me in the textbook office. Thank you for your patience in this process to improve quality control.

STUDENT CONTRACT

I, _____ understand that any book that I turn in for credit on my textbook account, must be my book and that any book I turn in that is not my book number, will be taken off of the account of the person to whom the book belongs. I am also subject to any fines for damages that happen while I am the user of my textbooks.

Signature _____ Date _____