

# TEXTBOOK REBINDS

If a student is responsible for the rebind cost, the charge is \$10.

Currently adopted textbooks may be sent for rebind if:

- the cover is completely missing
- the binding is cracked and/or weak
- it has been previously rebound
- pages are missing (Pages must be copied from another text, trimmed, and slipped into the appropriate location in the book prior to rebinding.)

***Please follow these standard procedures for packing and shipping Textbook Rebinds to ensure that your order is processed correctly:***

- As textbooks are collected and counted for inventory at the building level, any textbook deemed in need of rebinding will be set aside.
  - Textbooks needing rebinding will remain in the final inventory count of the building.
  - Textbooks deemed in need of rebinding will be packed in boxes, labeled by number according to the following procedures:
1. In the Destiny program, please mark the appropriate barcoded books “Out for Repair”.
  2. Pack books in small boxes; boxes are not to exceed 30 lbs.
  3. One copy of your textbook rebind form should be put in the box labeled ‘1 of x, one copy will be electronically routed to the textbook coordinator and one copy kept for your building records. PLEASE MAKE A NOTE ON THIS STATING LOCATION OF BOXES (e.g. Room 100, Receiving Room, Library, etc.).
  4. The Textbook Coordinator will contact the rebind company to pick up your rebind order **after** receiving a copy of your Textbook rebind form and actual number of boxes.
  5. The rebinding company will be shipping your completed rebinds directly to your building as part of your pre-counted inventory. Use your copy of the textbook rebind form to check in your order. When everything is received, sign and date your packing list and send it to the Textbook Coordinator for invoice payment.
  6. You will need to pull up your “Out for Repair” books and change the bar codes to the new codes you place on the books