

College Textbook Policy

The TMP Business Office purchases and manages all college textbooks. These textbooks are kept in inventory for temporary reuse every term for students to use in their college courses. The student shall check out an undamaged textbook as a loan and shall return the textbook by the posted deadline to the TMP Business Office when the student completes the course or withdraws from the course.

Any student not returning textbooks by Winter Holiday at the end of fall semester, or by the end of May for spring semester, has to pay for a replacement. Once a replacement has been purchased by the school, the original textbook may no longer be returned in lieu of payment since a replacement would already have been purchased by the school. The School must provide textbooks for the start of each semester so returning them late means we have already had to purchase new ones.

Any student who has not returned or replaced a textbook will not be allowed to check out a textbook to take home for the subsequent term. The student may use any needed textbooks at the TMP Business Office (Room 315) meeting table and will not be allowed to take college texts out of the Business Office.

The Business Office shall inspect all textbooks for damages before check out and during checkin to determine condition. Damage to a textbook is defined as marking in the book, water or other liquid damage, tearing/tearing out of pages, defacing or otherwise returning the textbook such that it is not usable by another student. Condition is determined by the Business Office and the Principal.

In the case of textbooks that have been lost or damaged while issued to a student, the following charges will be made for replacement costs:

1. 80%: For damage to a book in good condition.
2. 50%: For damage to book in fair condition (usually one more than five years old.)
3. 25%: For damage to a book in poor condition. (The conditions of these books are marked as "Poor" in our system for future reference.)