LOST NOVEL PROCEDURES

Novels are checked out to the teacher who requested them. A copy of all barcodes checked out is sent with the shipment. Please track on this copy who was handed which copy. If a student loses a copy:

* Charge the student
* Receipt the money at your school as a lost novel
* In September of each year I will invoice the school for any lost novels from the previous year. Please share this with your office personnel.

Thank you.

**Pam Kenny**

Textbook Specialist

RVP Novels

Greenville County Schools

2 Space Drive

Taylors SC 29687

864-355-8278

pkenny@greenville.k12.sc.us