

## **LOST LIBRARY BOOKS**

Updated January, 2013

The charge for lost, damaged or destroyed library materials will be either the original or replacement price of the material whichever is applicable. Students unable to pay for lost books may be allowed to work off the debt at the discretion of the media specialist and principal. In hardship cases the debt may be waived.

In the event that lost materials which have been paid for are returned within one year, a full refund will be given. *Students should return the white receipt for the lost material.*

When assessing the fee for damaged books, *the* media specialists will determine the level of damage and may assess up to half the cost of the book in damage fees. If damage is severe enough to warrant more than half the cost of the book, the book will be withdrawn and the full cost of the book *will be* charged.

Money collected for lost or damaged books will be deposited into that school's *media* internal account and will be spent on other books for the media center.

### **Overdue Procedure**

When students do not return library books, *the following steps will result:*

1. Send out overdue notices on a regular basis.
2. Notify the student in person. Call them in and discuss the problem.  
(Shelves will be double checked to make sure the item is not there.)
3. Call home and speak to the parents regarding the item.
4. Have the student work off the debt in the media center, if he/she is willing.
5. At the beginning of the year, 9<sup>th</sup> grade students are made aware of library books still on their records from elementary and middle school. They are encouraged to return these books ASAP to SF. SF will send the books or monies collected to the correct media center for the students.  
Students with overdue books from other schools will have a one book check out limit for SF until they have resolved their debt.  
These debts remain on the student's Horizon record, but are not placed on SF's school debt list.

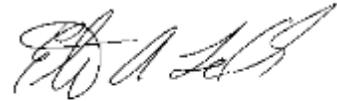
6. Students with overdue library books for the first semester (from the beginning of school until Winter Holidays) will be placed on the school debt list at the beginning of the second semester. Second semester overdue library books are added to the debt list in May. Students on the school debt list should not be allowed to participate in any school activity; be issued textbooks, or receive their diploma at graduation.

Student report cards will not be held until a student's debt is cleared.

If there are extenuating circumstances beyond the control of the student the media specialist has the option to waive charges for lost books.

Elementary and Middle School Media Specialists should make every effort to resolve problems before the child moves on to middle or high school.

**\*If a student pays for or returns a book is it imperative that the student's record be cleared on the computer immediately.**

A handwritten signature in black ink, appearing to be 'P. A. A. B.' or similar, located in the lower right quadrant of the page.