

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

**Overdue, Damaged or Lost Instructional Materials**

The district is committed to providing students with library materials and textbooks in good condition. Students are responsible for keeping library materials and textbooks in good condition and returning them on time.

Parents/guardians need to be informed that they are responsible for any lost, stolen, or damaged library materials and/or textbooks.

**Unreturned Library Books and Textbooks**

When a student does not return one or more library books or materials, or textbooks, in a timely manner, schools are to follow the procedures delineated below to try to obtain the materials or to receive payment for the materials.

1. When a book is at least two weeks overdue, a notice will be sent to the student.
2. If the materials are not returned 14 days after the initial notice, an additional notice or bill will be sent to the student.
3. If the book is not returned within 14 days after the second notice is given, a notice detailing any overdue materials or outstanding fines will be mailed home.
4. Thirty (30) days prior to the end of the school year, principals and/or the designee will send a letter to the student's parent or guardian stating that the student's grades, diploma, and/or transcripts may be held until the books or materials are returned or paid.
5. If the student transfers to another district, a notation will be made in the student's cumulative file that grades, diploma, and transcripts are to be held due to lost or damaged books or until fines are paid.
6. Students returning textbooks and/or library materials that have previously been paid for shall be reimbursed the amount paid up to 90 days from the date the payment was made, if the payment total was over ten dollars (\$10.00). After 90 days, or in the case of payments totaling ten dollars (\$10.00) or less, no refund will be given for returned and paid for books. In order to request a refund, "Request for Refund – Lost Library/Textbook Returned" form 64-637 must be completed.

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS** (continued)

7. If a student has lost a textbook or library material and is unable to pay for the lost material due to hardship, the school principal or designee can waive or adjust the fee total. One measure of hardship shall be if the student is eligible for free and reduced lunch.
8. Student textbook and library records showing lost instructional materials or library materials shall be kept in the library/textbook computer system until the items have been paid for in full.

**Damaged Books/Materials**

If a book is damaged, the following procedure will be followed:

1. The student will be given a notice delineating the charge for the damaged book or library material.
2. If the damage charges have not been paid after 30 days, the student's parent/guardian will be notified by the school or library staff.
3. If the damage fine is not paid, the principal will send a letter to the student's parent/guardian stating that the student's grades, diploma and/or transcripts will be held until the damage charges are paid. In addition, additional books will not be checked out to the student.
4. If a student transfers to another district, a note will be made in the student's cumulative file that grades, diploma, or transcripts are to be held on account of damaged books.
5. If a student has damaged a textbook or library material beyond repair and is unable to pay for the damaged material due to hardship, the school principal or designee can waive or adjust the fee total. One measure of hardship shall be if the student is eligible for free and reduced lunch.

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS** (continued)**Charges for Damages are as Follows:**

<i>Type of Damage</i>	<i>Textbooks</i>	<i>Library Materials</i>
Barcode Damage/Removal	\$2.00	\$2.00
Missing or Torn Pages	\$2.00/page (6 pages max.)	\$2.00/page (6 pages max.)
Light Liquid/Food Damage/No Mold	\$5.00	\$5.00
Severe Liquid Damage/Mold	Replacement of Book	Replacement of Book
Graffiti, still usable	\$5.00	\$5.00
Torn Cover- Usable	\$5.00	\$5.00
Unusable due to damage	Replacement of Book	Replacement of Book

Fines for all other miscellaneous damage will be determined by the school site Instructional Media Technician (IMT).

Each school site will honor fine notices in cumulative files when a student transfers from another school within the district.

**Collection of Fines**

When collecting fines for lost books, Instructional Media Technicians will follow the procedures delineated below:

1. Change the status of the lost item in the cataloguing system to “paid” and print two copies of the receipt.
2. Fill out a hand-written receipt in the receipt book.
3. Staple one copy of the hand-written receipt to the computer-generated receipt and give to the payee.

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS** (continued)

4. Inform payee of the 90 day return policy and minimum payment amount subject to refund.
5. File receipt according to school year and student last name. All receipts must be kept on file for three years for auditing purposes.
6. Complete "Collection Notice" form 64-640 and forward to Business Services for processing of payments received.
7. After 90 days, order replacement materials through the District Instructional Media Technician II or designee.