

Lost or Damaged Library Materials

Students are responsible for all materials checked out from school library media centers. Should library materials be lost or damaged while on loan to a student, that student shall be assessed according to the following guidelines:

1. If a student loses or damages a library book, excluding an encyclopedia, the current replacement cost of the book shall be charged. Availability and price will be verified through the District Media Center.
2. If a hardcover book is no longer available, the justifiable value of the book will be set at \$15.00. If a paperback book is no longer available in paper, its justifiable value will be set at \$5.00.
3. Charges for a lost, single volume of a circulating encyclopedia shall equal the full replacement cost of the volume if a replacement can be purchased from the publisher. In those instances where the encyclopedia volume is no longer available, the justifiable value of the volume will be established as \$15.00.
4. If, in the opinion of the building library media specialist, damage to a book is such that rebinding alone will suffice, the student will be charged only the cost of the rebinding.

All monies collected for lost or damaged materials shall be turned in according to established Business Office and building procedures. Receipts will be issued for all money collected. Students will be reimbursed if a lost item is found after payment has been made, if it is during the current school year.

Revised: 7/18/2005
Approved by BOE