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Statement of.....

Policy and Responsibility

SUBJECT: LIBRARY BOOKS

Elementary library books may be checked out by students for their use.

Reference books in both elementary and secondary schools cannot be checked out by students or faculty but must remain in the library.

A. Elementary Schools

1. If a student has lost or damaged a book, then the student's privileges to check out books will be suspended until the book is either paid for or replaced.

B. Junior High Schools

1. Books are checked out for a 3-week period.
2. Late fees are .10 per day. The late fee cap is \$5.00. If the student does not return the book, then the student is only charged for the book (late fees are erased if the book is lost or damaged). If the student does return the book, then they would only owe the late fee charge.
3. Damaged or lost books are replaced at current cost, plus a \$2.00 fee for replacement of bar code, book cover, and due date slips.
4. Students may check out three books at a time. If late fees reach \$5.00, then no books may be checked out until the fine is reduced.
5. Students are notified at least quarterly of any fines that are due. Letters are sent home to parents requesting payment of library fines when they reach \$15.00.
6. At the end of the years, fines are transferred to the financial office.
7. The cost of the book is added to the student's account and must be paid for like all other school fees before the end of the year.

C. High School

1. Students may check out a maximum of three books at a time.
2. For the high school level, there is a daily late fee of \$.25, not including weekends and holidays. The late fee cap is \$9.00. If the student does not return the book, then the

student is only charged for the price of the book. If the student does return the book, then they would only owe the late fee charge.

3. If a student reaches \$1.00 in fines, check-out privileges are suspended.
4. Fine notices are sent through the TEAM classes to the students at least twice a term.
5. If a book is lost, then the student's privileges to check out books will be suspended until the book is either paid for or replaced.
6. At the end of the year, the fines are consolidated by each student and the lists are transferred to the financial office.
7. The cost of the book is added to the student's account and must be paid for like all other school fees before the end of the year.