

STUDENTS

Library Materials Replacement Fees

Check-out Period – Library materials are checked out for three weeks, except for special collections and electronic devices.

Renewals – All items (except those with holds) may be renewed a total of two times, either in PAC or by school library staff. *Extenuating circumstances require special permission.*

Overdue Material – No fines are accrued for overdue materials.

Fines for Lost Materials – After three weeks overdue, a material may be considered “lost.” Replacement fines are placed on a patron’s record when fines total over \$25, no checkouts are allowed. Students may use materials in the library media center. Families may make payments toward material replacement costs to reduce fees owed.

If attempt to recover cost of lost school-owned materials is unsuccessful, the Library Media specialist may allow a student to work off fines for District materials with service the school library. Participation in school-sponsored activities will not be withheld from students owing library fines. The Library Media Specialist and Library Assistants will work to recover school-owned materials at the end of each school year to lessen the carryover fines between schools.

Date: 08/25/2014;