

Operational Services

Library Policies and Procedures

Library privileges are extended with the understanding that the student agrees to abide by library policies and procedures, and to safeguard the material in their care. Repeated violations of library policies, or failure to safeguard library material, may result in the suspension of library privileges.

Students may check out books at their building library. The maximum number of books is determined by the building library staff. Students are responsible for all library materials borrowed. If the book or item is lost or damaged, the student will be assessed the appropriate fee for replacement of the item(s).

Policies and Procedures

- Library materials must be processed by library staff before leaving the library.
- Library materials are loaned for a two-week period.
- Library materials must be returned to the library on or before the due date.
- Students may renew the library materials if they so choose.
- Students who do not return library materials in a timely fashion will not be allowed to check out additional materials until the outstanding materials are returned.
- Additional library materials will not be checked out until all outstanding fees/fines have been collected.
- Students who do not return the materials or pay the fines shall not be allowed to participate in end-of-year celebrations, non-curricular field trips or dances at the junior high or high school.

Renewals

Materials in the circulating collection may be renewed for one additional two-week period. Additional renewals shall be done at the discretion of the library staff. To renew a book, come to the library circulation desk with the book and student I.D. If the book is overdue, the fine must be paid before the book is renewed.

Overdue Items

Overdue notices are issued as a courtesy to library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable fines or billings. To avoid overdue notices, fines and bills please return or renew your materials before the due date.

High School and Junior High students shall receive invoices through their district email account.

- Overdue fees
 - Printed Materials
 - Junior High School - \$0.05 per day with a four-day grace period.
 - High School - \$0.10 per day with a three-day grace period
 - Non-print Materials
 - Including but not limited to: headsets, flash drives, calculators
 - \$0.25 per day overdue fee.
 - Students in grades K-6 are not charged for overdue books.
 - Overdue fees shall not exceed the cost of the printed/non-printed materials. (the maximum overdue fine is \$5.00)

Lost/Damaged Books

Students are responsible for all materials checked out. Please be sure to inform library staff if you feel that an item being checked out to you has damage, so as not to be held responsible for damaged item fees.

- Students who lose or damage library materials will be expected to pay the cost of replacing the item.
- If a lost item that has already been paid for is returned in good condition, a refund will be issued. Applicable late fees will be deducted from the refund.
- Outstanding library obligations must be fulfilled before a student can pay for an end-of-year celebration, a non-curricular field trip, or for junior high/high school dances.

Courtesy Reminders

Library staff shall send out a courtesy reminder every month. When you receive these reminders, please speak with your child to return the materials and/or pay the fees in a timely fashion. Library materials not returned or fees that are left unpaid will result in your student not participating in end-of-year celebrations, non-curricular field trips or school dances, and may result in a suspension of library privileges.

Fee Schedule

	K-6	Junior High/High School
Overdue Books	No charge	JHS - \$0.05 per item per day with 4 day grace period. (the maximum overdue fine is \$5.00) HS - \$0.10 per item per day with 3 day grace period. (the maximum overdue fine is \$5.00)
Overdue Non-print materials	Not applicable	\$0.25/per day
Lost Book	Full replacement value	Full replacement value
Damaged Book	Full replacement value	Full replacement value
Barcode Removal	\$2.00	\$2.00
Intentional/careless damage	\$2.00	\$2.00

Definitions

Damaged books – books which are not repairable.

- Water logged
- Book was defaced – scribbling in book
- Torn or missing pages

Intentional or careless damage – books which are easily repairable.

- Erasable writing
- Spine can be repaired with glue
- Cleaning of perma-bound cover

■ [January 2014]