

## Library Fine Procedures

### Overdue, Damaged and Lost Materials

#### Overdue Materials

- \$.05/day at all buildings
- 4-day grace period, on the 5<sup>th</sup> day the fine has accrued to \$.25
- No charges for weekends, holidays
- No checkouts/ Limited checkouts when a patron has a fine <\$2.00 OR overdue item (at the discretion of the librarian)
- If a fine exceeds \$2.00, that patron will no longer be able to check out any materials
- A fine may not accrue to exceed the cost of the replacement plus processing
- A detention may be assigned mid- and end-marking period
- If material is three months overdue, the material will be marked as 'Lost' and Lost Materials procedures will be followed
- At the end of the school year, a fine < \$1.00 will be deleted

#### Lost Materials

- Student is responsible for the full price listed on the item, not the Amazon/Vendor price
- Student is also responsible for the cost of processing an unprocessed new title (please see Fine Assessment Table)
- At the discretion of the librarians:
  - Student may 'donate' a title similar to the lost material **and pay processing charges** if they qualify as Economically Disadvantaged by the Free and Reduced Lunch Program
  - Students may work for minimum wage (\$7.25/hour) in the library to reduce their fines, but only with the approval of the librarian (These students may or may not qualify for the Free and Reduced Lunch Program.)

#### Fine Assessments for Lost or Damaged Materials

Repair	Material	Circulation Statistics	Fine Assessed
Mylar	Picture/NF book		\$1.50
Mylar	Chapter book		\$1.00
Vistafoil	Paperback		\$1.00
Corner Repair			\$ 0.25/corner
Binding Repair	Picture book	More than 20 circs	\$3.00
Binding Repair	Picture book	Less than 20 circs	\$5.00
Binding Repair	Chapter book	More than 20 circs	\$3.00
Binding Repair	Chapter book	Less than 20 circs	\$6.00
Binding Repair	Paperback	More than 20 circs	\$1.00
Binding Repair	Paperback	Less than 20 circs	\$2.00
Call Tag and/or Special Collection sticker			\$0.10
Barcode			\$0.50
Clear Label Protector			\$0.25
Torn pages			no charge

### **Students will be notified**

- Send weekly overdue notices via email (grades 5-12) and paper notice to A/A teachers
- Make personal contact with student at least one time
- Make home contact via phone or email
- Issue discretionary lunch/after school detention (mid-marking period, end of marking period)
- Issue a debt slip and/or office referral

### **Unpaid Library Debts**

- Each building librarian, with the support of the building principal, will designate her own consequences for unpaid library debts
  - NOHS
    - Student will serve lunch and/or after school detention
    - Student may lose the privilege of attendance at May Day
- Debts will remain on a patron's account through building changes; Lost Materials Procedures will be followed

### **Reimbursements**

- Students who locate lost materials within one month of paying the debt will be reimbursed in full (this includes any processing fees)
- Materials found after one month will be reimbursed at the discretion of the building librarian
- Library fines will be deducted from reimbursement at the discretion of the building librarian