

Guidelines for Lost and Damaged Library Materials

In an effort to conserve limited funds and to promote responsible behavior, the elementary school libraries in Jordan School District have adopted the following:

1. If a student loses a library book, s/he will be given one month to find and return the book, enjoying regular check-out privileges in the meantime.
2. The library assistant will contact the parent or guardian as soon as a book is deemed lost.
3. If a student fails to pay for a lost book or loses a second book, s/he may check out only one book at a time and keep it in the classroom until the account is paid in full.

Lost books:

Charge the price of the book listed in copy editor.

If unable to locate that information, use these prices:

Hardcover \$20, paperback \$5

Books 10 years or older: hardcover \$10, paperback \$2

Damaged books:

- Assess damage: if extensive or unreadable, charge for the entire book.
- Lost or damaged barcode: \$1
- Damaged page: \$1 per page up to the cost of the book.
- Water damaged: cost of book.

Magazines:

Damaged or lost: magazine \$5, envelope \$1

Teacher Materials:

Instructional materials and/or kits will be charged replacement value. Videos/DVDs will be charged at replacement cost or a minimum of \$10.

- Fines need to be paid in the office.
- The secretary should send a copy of the receipt to the media center so that the assistant can clear the fine in Follett.
- File the receipt from the office or print one from Follett.

Follow these steps:

1. Keep the book under the patron's name; the book will come up as overdue.
2. Let the patron know how much money s/he needs to pay for the book.
3. When the patron brings in the money for the book,
 - In the patron account, mark the books as Lost and create a fine.
 - In the space for **amount**, enter the amount that is actually being charged for that book.

- In the space for **paid**, enter the amount that was paid for the book, click on “Pay Fine,”
- Check the box “Print Fine Receipt Upon Save.”
- Click “Save.”
- File a copy of the receipt, and give a copy to the patron.

4. If the book is found, check the book in and follow the prompts.

At the end of the school year, remind the school secretary that all but \$150 - \$200 of these funds should be transferred to the school’s district media account. Have the secretary cut a check, and notify the Area Media Specialist to pick it up to deposit to district accounting.