

DAMAGES AND LOST BOOKS

The following guidelines should be followed regarding damages and lost books in order for our libraries to be family friendly and to promote and enable the love and joy of reading.

Monies collected from damages and lost books must be used only for purchasing library books or AV software. Good bookkeeping is necessary because of the [audit](#) trail.

Damages

Librarians are discouraged from collecting small amounts for damage that does not seriously limit future use of an item. For example, a small tear on a page could be taped and there is no point in punishing a student. A crayon mark on the book by a young sibling is not the fault of the student who checked out the book and should be overlooked. Books are going to receive wear and tear, which is a better scenario than a book sitting on the shelf looking perfect and never being used.

However, damage to a book that prevents its future use calls for replacement of the book. In that case the cost of the book should be charged. If the student or parent then wants to keep the book, they may.

No damaged book charges shall be permanently carried over to the next year. If a student changes Northside schools within the year, after a two-week period of the student being at the new campus, the record should be cleared by the librarian at the old campus. If the student changes schools over the summer, after the first two weeks of the new school year the record should be cleared by the librarian at the *old* campus. The *recommendation* is for the librarian with the blocked student to email the librarian who owns the book to remind him/her to clear the record. The librarian *owning the book* should discharge the book from the student and check the book out to that library's withdrawn user account: WD_ _ _ (school code).

Note: *All* students are to be cleared by the 3rd week of school, whether they changed campuses or not.

Lost Books

A student should pay for a lost book. It is acceptable for the student to “work off” the cost of the book by doing library odd jobs.

Stolen library books for which a police report is filed shall be forgiven (Administrative Regulation LIB-9).

No lost book charges shall be permanently carried over to the next year. If a student changes Northside schools within the year, after a two-week period of the student being at the new campus, the record should be cleared by the librarian at the old campus. If the

student changes schools over the summer (after the first two weeks of school) the record should be cleared by the librarian at the old campus. The *recommendation* is for the librarian with the blocked student to email the librarian who owns the book to remind him/her to clear the record. The librarian *owning the book* should discharge the book from the student and check the book out to that library's lost user account: LOST_ _ _ (school code).

Note: *All* students are to be cleared by the 3rd week of school, whether they changed campuses or not.

Teachers

It is an occupational hazard that a teacher might lose a library book occasionally, especially secondary teachers who float without a room of their own. At the discretion of the librarian, occasional losses may be forgiven and written off when applied fairly to all teachers. Habitual loss or loss of a large quantity of library resources should result in request for payment for lost items or documented notification to the principal and teacher.

Parents

When a parent checks out a library book the parent should be registered as a patron. The book should not be checked out on the student's record. At no time should the replacement cost of an item checked out by the parent be attached to the student's record.