

**Library Media Center**  
**Fines, Loss, or Damage to Materials**

The School District of Bonduel School Library Media program encourages proper care and handling of borrowed materials, and stresses that it is the responsibility of the student or staff member who checked out the material to return it on time and in good condition.

Fines:

When materials are not returned on time, the following consequences occur:

- Grades K-5—No fines, but the student cannot borrow more materials until late ones are returned with the exception of material needed to complete a class assignment.
- Grades 6-12—Grace period of 5 days, then fine of five cents per day with a maximum of \$3.00. Student cannot borrow more materials until late ones are returned with the exception of material needed to complete a class assignment.
- Staff—No fines or loss of privilege, but requested to return materials as soon as possible.

Lost or Damaged Materials:

Patrons will be assessed a fee for materials that are damaged due to negligence, depending upon the damage. For materials that are lost or damaged beyond repair, patron will be charged full replacement costs including shipping and processing. Since most library material requires special binding or processing, material purchased by patron is not an acceptable substitute unless agreed to by the library media specialist.

Some materials cannot be replaced due to being out-of-print, as is the case of magazines. In those instances, the charges will be:

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|------------------------|---------|
| • Hardcover Fiction    | \$10.00 |
| • Hardcover Nonfiction | \$15.00 |
| • Picture Book         | \$15.00 |
| • Paperback Book       | \$5.00  |
| • Magazine             | \$3.00  |
| • Video                | \$20.00 |

If missing material is found after being paid for, the money will be returned unless a replacement has already been purchased.

Cross Reference: IIBC Library Media Services

Policy Adopted: 4/5/2004

Policy Revised: 1-2-2006