

## **FINES FOR LOST OR DAMAGED TEXTBOOKS**

### **GUIDELINES:**

In order to have consistency within all schools in the District regarding fines for books, the following guidelines will be followed:

1. If a student loses or destroys a book in the first year of service, the fine will be 100 percent of the replacement price.
2. Since the life of the books should be at least five years, the fine will diminish 20 percent each year for those first five years. If the book is in service beyond the first five years, the fine will be 20 percent of the replacement price.

Year 1	100%
Year 2	80%
Year 3	60%
Year 4	40%
Year 5	20%
Year 6	20%
Year 7	20%
Etc.	Etc.

3. Book fines for damage should be administered at the school level.
4. Library materials will be handled the same as textbooks.

**School Inventory** – Each school has to keep an inventory of books at the school for auditing purposes.

Inventory must be kept of all books for 5 years. After the 5<sup>th</sup> year the title drops off the inventory. Sometimes the Executive Director wants a copy sent to him/her at the end of the year – sometimes not.