

# **Pathways Resource Library Policy:**

## **Overdue, Lost and Damaged Materials**

### **1. Purpose**

This policy establishes clear and consistent guidelines for handling overdue, lost and damaged library materials.

### **2. Scope**

This policy defines a procedure for handling overdue, lost or damaged materials.

### **3. Background**

Within the Pathways Library system, the cost of overdue, lost and damaged materials has been absorbed by the school. This policy will hold students, staff and faculty accountable for the cost of these materials as well as encourage the timely return, care and replacement of library materials.

### **4. Definitions**

- Library materials - The Pathways Charter School collection of books, textbooks, audio/visuals, manipulatives, specialized equipment and instruments, including computers and all electronics located in three regional libraries and collections.
- Overdue – Library materials that have not been returned to the library on or before the due date.
- Lost – Library materials that have been misplaced and are unavailable for return to the library.
- Damaged – Any material whose condition renders it no longer suitable for circulation; this includes but is not limited to missing pages, torn covers and broken spines, water or liquid damage, inappropriate writing or drawing, mildew or mold, broken equipment, lost pieces to a game or manipulative, scratched or chipped discs.
- Replacement Fees – Replacement fees reflect market value of the book plus a \$10 processing fee. All replacement fees are non-refundable.
- Final Assessment – A listing of all library materials along with their respective costs that itemizes material that is still checked out to a student who has exited Pathways Charter School. A copy of this will become part of the student's permanent file.

## **5. Policy**

### Overdue Materials

- Courtesy notices itemizing current and overdue materials will be sent to patrons via email on a monthly basis.
- A patron may have no more than 5 overdue items before his or her account is suspended. The suspension will be removed and the account reinstated when materials are returned or overdue fines or replacement fees have been paid.
- Books that are 30 days overdue will be declared lost and will be subject to fee assessment. If the book is found and returned before fees have been paid, the lost status will be removed. If the lost item is returned before the item is replaced then the lost status will be removed.

### Lost

- When material is lost and not returned to the library, the patron may be charged a replacement fee.
- Materials will be considered lost when a student exits Pathways without returning materials that are checked out in their name. A Final Assessment will be issued and the student's grades, diploma and/or transcripts may be withheld until the materials are returned or replacement fees are paid.

### Damaged Materials

- When materials are returned to the library damaged, the patron may be charged a replacement fee.

## **6. Procedures**

Not applicable at this time

## **7. Verification/Authorization/Approved by**

Reviewed by: Library Staff and Supervising Area Coordinator.

Approved by: Administrative Staff

## **8. Revision**

Original date: January 20, 2015

Approval date: June 16, 2015

Revised: