

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

DISTRIBUTION AND CARE OF LIBRARY BOOKS AND OTHER MATERIALS AND EQUIPMENT

The principal or designee is responsible for conducting an inventory of all library books and other academic material and equipment at the end of the school year. The media specialist or designee keeps an accurate record of library books and other academic material and equipment issued to students.

At the end of the school year, library books and other academic materials and equipment issued to students are returned to the media specialist or designee. If the library books and/or other academic materials or equipment are lost or damaged, a reasonable replacement or damage fee will be charged to the student. Replacement or damage fees that are not paid will result in the following action:

1. No additional library books or other academic material or equipment will be issued to the student until restitution has been made;
2. If the replacement or damage fees total more than \$25.00, no grades, diplomas, certificates of progress, or transcript will be issued until restitution has been made.

Associated Documents: [BUS-A003](#) Student Fees, Fines, and Charges
[REC-P004](#) Collection of Debts

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/11/05		Initial Release
3/29/10	A	Change "each" school to "the" school, remove "each" student and change to students, change procedure number TCH-A015 to REC-P004, update logo.
12/4/15		Reviewed, no changes to policy. Updated logo.
9/17/18	B	Para. 1, removed "The principal of the school determines the needs of students for library books and other academic material and equipment in addition to textbooks". Replaced "such equipment" with "library books and other academic material and equipment". Changed "appropriate teacher" to "media specialist or designee" throughout. Inserted "academic" before "materials" throughout. #2, inserted "If the replacement or damage fees total more than \$25.00". Added BUS-A003 to associated documents.

*** End of Policy ***