REPLACEMENT OF LOST/DESTROYED/DAMAGED LIBRARY MATERIALS

Scope

This policy applies to all school libraries under the jurisdiction of the Cape Breton Victoria Regional School Board and sets forward guidelines for the replacement of lost/destroyed/damaged library materials.

Purpose

To provide a consistent method of replacement and provide consequences for students who do not replace or compensate for lost/destroyed/damaged library materials.

Policy Statement

The Cape Breton-Victoria Regional School Board recognizes that each school library will maintain a comprehensive record of inventory for issuing and for the return of library materials.

Cross Reference

School Library Collection Development (PSS 261)

Authorization

This policy has been authorized by the Board under motions number 2012-04-41.

Responsibility

It is the responsibility of the Director of Programs & Student Services to ensure that this policy and administrative procedures are implemented.
Implementation

The Coordinator of Programs Services P-6 will implement the policy and administrative procedures.

Procedures

The following guidelines are assumed:

1. When a library resource is borrowed, the book is stamped, assigned a due date period and the circulation card is retained by the appropriate library technician/teacher/volunteer.

2. All students and staff are to be explicitly informed that all borrowed library materials so issued are the property of the School Board, are to be well cared for and returned at the end of the designated borrowing period.

3. It is the responsibility of the library technician/teacher/volunteer who has issued the book/material to make certain that every item borrowed from a school library collection is returned. Financial reimbursement must be made for the item/material lost.

4. Borrowers are responsible for returning library books/materials in the same condition as they were issued and so recorded by the library technician/teacher/volunteer. Books/materials that have been damaged, lost, mutilated or abused are subject to a replacement fee as follows:

   4.1 Current replacement cost of the material or similar value
   4.2 Replacement cost will include applicable taxes and a processing fee (technical service). See Appendix A for processing amount.

Associated Forms

Replacement Cost Bill (Appendix A)

Policy Review

This policy will be reviewed by Director of Programs and Student Services within three years from the authorization date.
Distribution

All Policy Manual Holders
Board Library Committee Members
Board Library Technicians
CBVRSB Website
Appendix A

REPLACEMENT BILL (Library Services)

- Library patrons who lose or damage, intentionally or accidentally, library material are required to pay replacement costs, including a nominal processing fee (includes pockets, labels, covering, etc.

- There are no fines, but new books cannot be checked out until books are either returned, repaired, or a replacement fee is paid. Students and staff are required to pay a replacement cost for all damaged or lost books.

**DAMAGED AND LOST BOOK PRICES:**

<table>
<thead>
<tr>
<th>DAMAGE</th>
<th>FEE</th>
<th>APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torn barcode or call number</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Pages with writing</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Torn pages</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Ripped cover</td>
<td>Replacement cost at current price</td>
<td></td>
</tr>
<tr>
<td>Water-logged</td>
<td>Replacement cost at current price</td>
<td></td>
</tr>
<tr>
<td>Lost item</td>
<td>Replacement cost at current price</td>
<td></td>
</tr>
<tr>
<td>Processing Fee</td>
<td>$2.00 / item</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________________________________________

Student Name

__________________________________________________________

Student Signature

__________________________________________________________

Date

*Note: If a lost item is found during the current school year, any paid fees will be returned to the student.*