

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

INSTRUCTION

INSTRUCTIONAL MEDIA AND TECHNOLOGY INSTRUCTIONAL MEDIA

FINES, LOSS, OR DAMAGE TO MATERIALS

361.25

The Pittsville School Library Media Program encourages proper care and handling of borrowed materials, and stresses that it is the responsibility of the student to return materials on time and in good condition. When materials are not returned on time, the district does not charge fines, but the student cannot borrow more materials until late ones are returned.

Damaged materials: Students 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, the student will be charged full replacement costs including shipping and processing.

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

\$10.00	Hardcover Books
\$ 5.00	Paperback Books
\$ 5.00	Magazines

If a missing book is found after being paid for, the money will not automatically be returned since a replacement might already have been purchased.

First Reading: *February 9, 2004*
Second Reading: *March 8, 2004*
Approved: *March 8, 2004*