

Instruction

LIBRARY BOOKS

The Norris Board of Trustees wishes to create responsible attitudes within students using library books and materials. Occasionally, students will not demonstrate responsible attitudes as evidenced by the loss or late return of instructional materials or books.

Such action denies other students access to information for extended periods of time.

It shall be the policy of the Norris District that students using the Norris School District library materials will be assessed certain fines for the loss, damage or late return of certain materials:

Lost or damaged library book	Replacement cost
Lost or damaged paperback book	\$5.00
Lost or damaged reference book	Replacement cost

Further, it shall be the policy of the Norris District that Norris Middle School students will be assessed a fine of \$.10/day per book for overdue books.

Staff is directed to prepare administrative regulations to implement this policy.

Adopted: 11/12/98

AR 6163.11

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LIBRARY BOOKS

After a 3 day grace period, a fine of \$.10 per day will be levied for each overdue book.

All overnight books will incur a \$1.00 per day overdue charge. Books checked out overnight should be returned by the end of first period on the following day.

A price of \$3.00 will be charged for lost or damaged bar codes (These bar codes must be present to check out each book, so those missing have been removed during the current check out period. The patron is responsible for returning the book with an intact bar code.)

The money generated from lost or damaged books will be used to replace these items. The money generated from fines will be used to purchase new library materials.

A monthly audit report will be filed with the District detailing fines and funds collected.