

ASSESSING FINES FOR DAMAGED TEXTBOOKS

During the school year any Transfer. Or Drop Student fine slips should be turned in right away.

A. A student must pay for any returned book that is so badly damaged that it cannot be redistributed. (This includes major water damage.)

1. Mark "DAMAGE" on the fine slip button
2. In the note field 'other' write: Extreme Damage=Loss
3. Charge the student replacement cost
4. Send the book to the Library with a copy of the Fine Slip.

B. Other textbook damage is to be determined by the classroom teacher. The following is a fair guideline for assessing fines:

1. Torn pages or bent corners \$1.00 each incident.
2. Water damage less than ¼ inch from edge of page \$11.00.
3. Intentional Ink damage \$1.00 each incident.
4. Intentional Pencil marking \$1.00 each incident.
5. Missing pages: 1-2 pages are \$3.00 per pages. If more than 2 pages are missing, please charge the full price of the book
6. Damaged or broken binding (Please see chart below)

TEXTBOOK REBINDING CHARGES

Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5 +
\$11	\$9	\$7	\$5	\$3

LOST/NOT RETURNED BOOKS

- A. Any book LOST or NOT RETURNED must be charged to the student to whom it was issued.
- B. Complete **ALL** information (**including student number and complete book title**) on the Fine Slip (see Forms Library for this).
- C. Determine the price by the condition of the book. Please use the "Textbook Replacement Price List" .
- D. Inform the student of the amount owed, give them a printout of the fine slip you made and instruct him to pay in the General Office.
* **Senior fine slips should be turned in as soon as possible.** It is extremely difficult to locate the seniors after graduation practice.