

## Lost And/Or Damaged Library Book Policy

1. If a book is lost while checked out to a student, the book is to be paid for (at replacement cost) by the student or parent.
2. If a book is damaged, the book will be paid for in full (if no longer usable), or partially (depending on severity of damage). Damage considerations include the following:

Water Damage

Torn Pages

Food Stains

Writing in or on the book

Damage to spine of book

Damage to cover of book

Lost barcode or spine label

3. The student will not be allowed to check out books from the library until fines for lost books or damages to books are paid in full. Fines will remain on students name until time of graduation, if not taken care of.