

## **580 DIVISION PROPERTY**

### **Background**

Each school year, significant portions of a rapidly decreasing budget are wasted on replacing unreturned textbooks and library books. We must reduce this wastage.

Students need to be responsible for and return textbooks and/or library books they have borrowed from the school. It is therefore reasonable to expect students and/or their parents/guardians to assume financial responsibility for replacing books that have been lost or badly damaged.

### **Procedures**

1. Middle and High School textbooks will be checked out electronically through the Library System using library borrowers' cards. This records the date of sign-out, number of items signed out and specific bar code for the textbook. Similarly, textbooks will be returned electronically. Simply returning a textbook for the course is not enough. The bar code must match the student's I.D. barcode; otherwise he/she is still responsible for an unreturned item.
2. For texts handed out on a unit by unit basis (not in the computer system, i.e. novels in English), no texts for new units will be handed out by the class teacher to students who have not returned the text or paid the school for a lost or badly damaged text. Control of this procedure will be at the classroom/teacher level.
3. For texts handed out at the beginning of a course and retained by students for the entire course, the Library Clerk will compile lists of missing or badly damaged texts and the responsible borrower. This list will first go to the teachers' department head, and then to respective staff member. A summary of this list will be distributed to all staff members. A student who has not cleared his/her bill will not be issued any texts in any subject areas in the new semester or school year.
4. Unreturned library books will be handled as in #3 above. As much as possible, homeroom or CAB teachers are the first line of contact with students. Again, no classroom texts will be handed out and library privileges will be withheld from any student with an outstanding bill.
5. Formal bills will be issued to students at the end of each semester, itemizing the titles and costs of lost or damaged books. Prices will be replacement cost as determined by the most current applicable catalogue. Before student fees are reimbursed, students must be cleared by the library.

6. Payments will be made to the central office, where a receipt will be issued. The library staff will inform teachers and administration of students whose accounts have not been cleared. All monies will go into a fund specially designated for textbook and library book replacement purchases.
7. Students and parents have the right to appeal any charges, first to the classroom teacher, second to the department head, third to the program co-ordinator, fourth to the school, and finally to central office administration. Lists of outstanding items will be sent to the Board office as withdrawals and drop-outs occur, so that refunds/withholding of fees are made appropriately. Files will also be maintained in the library.
8. This policy also applies to staff and community users. Staff and community users borrowing equipment/computers etc. must have written permission from the appropriate administration. Damages to and/or losses of equipment and print or non-print materials will be charged to the responsible party.
9. All other school property not necessarily identified by a bar code (i.e. uniforms, classroom materials, equipment) will be handled in a similar fashion. Students, parents, and staff and community users will be charged current replacement cost.

#### **References**