



SLCSD Library Fine Procedures

One purpose of the SCLSD Library Learning Centers is to promote independent reading in all students. Books are selected to reflect the needs and interests of all students at a school site. Much like textbooks, access to library books is a critical part of a students' instructional experience. Independent reading supports the development of fluency at all levels of reading.

Late Fees

1. SLCSD does not charge late fees for books.
2. Libraries can limit the number of books students can check out until a book is returned or declared lost.

Lost Books

1. Students must have options for paying off fines for lost books.
 - a. Students can make payments at the school for a lost book. The cost should reflect only the price of the book, not additional processing fees. A cap should be set for the cost of replacement for books that are more than \$20.
 - b. Libraries can set alternative methods for reducing fines. These can include:
 - i. Reading off fines.
 - ii. Working off fines.
 - iii. Using points from school-based behavior systems to pay off fines.
 - c. All options should be communicated to parents when "lost book" notices are sent home. All alternative methods should be reasonably quantified in terms of time.
 - d. Students who choose an alternative method will not be penalized in any other way.
2. Students who lose a book and are homeless, moved to foster care, or have had other traumatic live experiences will have their fees immediately canceled.
3. If a student has lost an excessive number of books (3+ in a school year), the librarian and administrator should discuss this situation with the parents/guardian of the student to create a plan for ongoing check out. This could include periods of time when books are kept at school only, etc.
4. Other instances of consequence should be discussed with the site administrator and/or district library supervisor.

SLCSD acknowledges that library budgets are finite; however, we also acknowledge the need for students and families to have the opportunity to read books of interest to them. This is the balancing act we face as an education system.