

Fines collection and use

Lost item fees:

The fee for lost books is \$18.00 in the middle and high schools.

At the elementary schools the fee for lost books is \$10.00 or \$18.00, at the discretion of the school.

The fee for lost magazines is the cover price plus \$1.00.

The fee for lost pamphlet/vertical file material is \$1.00 for newspaper clippings and \$2.00 for pamphlets.

Damage fees are assessed according to the materials damaged. A bindery fee may be charged, if the damaged material is bindable.

Overdues and late fines:

Elementary schools do not charge students for overdue books.

Middle and high schools charge \$.10 per day for regular books, and up to \$.25 per day for overnight or 3-day books. Schools may or may not grant grace periods.

Responsibility for cash collected:

According to [board policy DL](#), cash should not be kept in school buildings. Fine money should be deposited to the media center's internal account, and purchases made with such funds should be documented via purchase orders against the account.