

Date: _____

Notice of Assessed Fine for Library Book

To the parent / guardian of _____,

The Woodland Elementary Library regrets to inform you that your child's library book,

_____, has either been identified as lost or severely damaged.

A library letter was sent home at the beginning of the school year explaining library expectations and how fines are assessed. Below is the library's policy for fines:

- **Lost Book:** Total purchase price of the book not to exceed \$15 will be charged to the account.
- **Water/Liquid Damage:** Mold spores take only 48 hours to grow; therefore, all water/liquid damaged books will be removed from circulation. Total purchase price of the book not to exceed \$15 will be charged to the account.
- **Irreparable Damage:** Whole pages missing, multiple page tears, pictures cut out, pen drawings, etc. Total purchase price not to exceed \$15 will be charged to the account.

Unfortunately, we cannot accept replacements. We understand that what seems to be the same book can be found for less on Amazon, but all Woodland ES library books are purchased from a specific vendor and have been library bound, reinforced, and pre-processed.

Below is a breakdown of your child's library fine:

Type of damage assessed	
Actual value of book	
Waived amount (if applicable) to make the fine no more than \$15	
Total Fine	

To pay the listed fine, please follow the directions below:

1. Go to <http://tinyurl.com/WESOSP>
2. Select **Media Center Fines** under Activity Name
3. For the **description**, please put your **child's name**
4. In the box next to **Price \$**, enter the **total fine** listed above
5. Click **Add to Cart**
6. Click **Checkout**
7. Finish checkout process

Please note that OSP adds a service charge to the transaction.

An OSP email will be sent to Mrs. Porter once the payment is processed. When the OSP email is received, the fine will be cleared from your child's account.

Per FCS policy, we cannot accept cash, check, or any other payment method.

Please note that checkout will be suspended until the fine is cleared from the account. If you have questions or need to discuss financial assistance options, please email J. Porter, porterj4@fultonschools.org.

Thank you for your timely attention to this matter.

Sincerely,

J. Porter – Lead Librarian

Teacher: _____