

Lost Book Procedure

Misplacing books happens! When you first realize you can't find a library book, please do the following:

1. Take everything out of your locker and backpack to make sure it isn't there.
2. Look in every room where you have a class to see if it might have been left in a room in the building. Also: Check book shelves and white board trays in the classroom, and talk to each teacher and let them know what book you are missing.
3. Have people at home help you look...under your bed, on book shelves at home, , in the family car, and so on.

After you have searched all these places and if the book is still missing, please stop in the library and talk to us about next steps. Because books often turn up in a couple weeks, **no bill for the book will be prepared until the book is overdue by 4 weeks.** Meanwhile please continue to search for the book. *You will continue to receive overdue notices, but consider them as reminders to keep looking for the book.*

At the end of the 4 weeks we will mark the book lost. We will then determine the replacement cost. The library is able to obtain books at a greatly reduced price and since there is special processing involved, **we cannot accept a replacement copy from the borrower.** The book must be replaced by the librarian.

If you locate the book at a later date, or if we locate the book in the building at a later date, you may be refunded the price you paid for the lost book.

If you have any questions, please contact Mrs. Scott
email: jscott@grovecity.k12.pa.us phone: 724-458-8040 x1239

Damaged Book Procedure

Accidents happen! When you first realize the book is damaged, **PLEASE DO NOT TRY TO REPAIR IT YOURSELF!** We have specific processes and materials that are best to use. Even a torn page needs special tape.

Hand a damaged book directly to Mrs. Scott. **Do not put it in a book drop.** For minor damage there is no fee. If there is significant damage such as liquid damage or damaged covers, gum in the book or missing pages, a fee will be assessed.

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