

Late Textbook Fines

Memo: Textbook Manager and Fines**From: Rick Anthony, Director of Educational Technology; Cindy Moyle, Secondary Media Supervisor****To: Secondary Principals and Secondary Library Media Staff****Date: May 31, 2011**

For most of your schools this is the first year using Textbook Manager to distribute and collect textbooks. There has been some confusion on what the fee should be for late textbooks. When the financial secretaries and the LMITS met at the beginning of the school year it was decided that each school would decide what would be an appropriate fee for their students, not to exceed \$10.00.

We have one high school that has been using Textbook Manager for several years with great success. They have chosen to charge a flat \$5.00 patron fee **per student** for textbooks turned in late. This money is used to supplement the purchase of library books. It is a win-win situation because it is affordable for students, it makes the students accountable and it helps to improve the school's library collection. The bulk of the work is placed on the librarian and the library staff, who are more willing to do it when it benefits the students by making more library books available.

Although this is not an official district policy, we recommend that schools adopt a similar procedure in assessing textbook fines.