

# Circulation and Fine Guidelines

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## Student Checkout Guidelines

### Standard Student Checkout Periods

- Books and Periodicals: 14 days (10 school days)
- Kits, Equipment, Reference, Current Issue Periodicals: overnight (1 school day) or in-library use only – determined by individual school

### Student Fines

- Students will be charged the replacement cost for lost or damaged materials. They also may be charged an overdue fine and/or a \$1.00 processing fee.
- Students with overdue materials or unpaid fines should not be allowed to check out additional materials.
- Fines for overdue items may be charged at a school's discretion. Schools charging fines for overdue items should provide a grace period of at least 2 days before overdue fines accrue.
- Suggested maximum fine amounts for schools charging overdue fines:
  - \$0.10 a day for overdue books
  - \$0.25 a day for overdue periodicals or other overnight checkouts
  - Overdue fines should not exceed \$10.00 total per student per year
- If a lost item is found in good condition during the same school year in which it was lost, the student will be refunded the cost of the book. They still may be assessed an overdue fine for the time the item was missing.

Student checkout periods and fine amounts may vary at the discretion of the school administration and library staff. Fines may be waived at the discretion of school administration and library staff; library staff should edit the fine and utilize the "Waive" field in Destiny to note when a fine has been waived.

## Staff Checkout Guidelines

### Standard staff checkout periods:

- Books: 14 days (10 school days)
- Equipment (kept through school year): due at end-of-year fixed date (i.e. May 25)
- Other equipment: determined by individual school
- Classroom textbook or novel sets: determined by individual school

### Staff fines:

- Staff members are not charged late fines for overdue items.
- **Staff members will be charged replacement costs for lost or damaged library materials and equipment.** This includes responsibility for materials (such as novel sets) that are in turn distributed to students. If the staff member does not wish to take this responsibility, the materials should be checked out to individual students through the media center. If checked out materials have been stolen Granite Police should be notified for an investigation.

### **Fine Collection Guidelines**

**All library fines will be paid to the school financial secretary.** Media center personnel are not allowed to collect fine money. Library fine money will be deposited into an in-school account specifically designated for book replacement costs, library supplies, and literacy promotion. Textbook fine money goes into the replacement textbook budget.

Once a school has sent a library fine to a collection agency, the lost materials can no longer be accepted by the school in lieu of payment to the collection agency. At the time the fine is sent to collections, the fine should be waived in the library circulation system with the reason 'sent to collections' noted.

### **Fines from other Schools**

Library and textbook fines follow students when they transfer schools within the district. These fines should be paid to the school that the student currently attends. If the fine amount is \$10.00 or more, the payment should be transferred to the school that originally assessed the fine; if it is under \$10.00, the student's current school can keep the paid fine money for their own library or textbook budgets.

### **Circulation Guidelines**

To accurately measure usage of library materials and provide useful data for library collection development, only the following use cases should be marked as a circulation in the library management system:

#### Student Circulation

- Student checks an item out from the library
- Student reads book or uses item in the library

#### Teacher Circulation

- Teacher checks an item out from the library
- Teacher or class uses a set of books in the library for research

#### Library Circulation

- Library staff member checks out a book to read
- Library staff member uses a book for a story time or book talk

If an item is moved or utilized for any other reason (cataloging, inventory, repair, etc.) it should not be checked out/in or otherwise marked as a circulation in Destiny.