

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
LOST/OVERDUE MATERIALS GUIDELINES**

Providing access to information is central to the mission of the school library media center. Developing and maintaining resources requires a balance between policies for access and those for retrieval of borrowed materials. Lost or overdue materials deny the school community essential resources, but overly restrictive policies discourage collection use. Such policies should employ both advantages and consequences to obtain a proper balance and should be recognized as a total school community concern.

The following guidelines allow the widest possible access to school library materials while lessening collection losses from overdue or lost materials.

<u>Guidelines</u>	
<u>Overdue Materials</u>	<p>Overdue materials are a foreseeable part of the process of circulating materials, as is the implementation of procedures to reduce, return or pay for lost materials. Overdues may be negligible or they may present a significant problem. Strategies, which elicit the cooperation of the total school community, must be established in accordance with the guidelines listed below. Parent notification is an especially important component, particularly at the elementary level where students are beginning to learn responsibility.</p> <p>Schools should develop positive strategies to obtain the return of materials in a timely manner. Such strategies should include public relations campaigns, positive reinforcement programs, classroom teacher assistance, and parent notification. School administrators should be informed when delinquent library media materials become excessive and should participate in strategies to resolve these concerns.</p> <p>OVERDUE MATERIALS</p> <p>General</p> <ul style="list-style-type: none">▪ Materials are to be considered overdue the day after the due date and until they are declared lost.▪ Fines for overdue materials are not permissible at any level (elementary, middle, high, or post-secondary).▪ The library automation system will not calculate or record fines for overdue materials.▪ Both student and parental notification of overdue materials must be handled in a timely manner.▪ Parental contact can be made via telephone, email, robot, community liaison or a formal letter.▪ The library automation system can produce group lists and individual notices, as well as a parent notification letter.▪ An overdue notice should be sent to the teacher and/or student within 10 school days after an item is overdue.

FINES:

Fines may not be charged in Broward County media centers for overdue materials.

OVERDUE NOTICES:

Notification of overdue material to students, teachers, and parents must occur in a timely manner.

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Lost Materials

Students are expected to pay for lost materials. (See Standard Practice Bulletin I-316 "Student Obligations.") Payment should be requested but cannot be mandated. If lost materials are later returned, the total amount paid is to be refunded.

- Overdue notices should be sent to the teacher and/or student and parent/guardian on a regular basis or until the materials have been returned.
- After 90 school days, the item will be automatically marked "lost" by the system. No lists, notices, or parent notification records can be produced.
- Students with overdue materials may be prohibited from participating in extra-curricular activities.

Patron Records:

- The students' electronic record will track overdue materials while the return of or payment for materials is being actively pursued.

Continued Circulation:

- Circulation of materials may be reduced in number or length of time while retrieval of the overdue materials is being actively pursued.
- Students may not have their circulation privileges permanently blocked because of overdue materials.

LOST MATERIALS

General:

- An item is to be considered lost if it has not been returned within 90 school days after the overdue date.
- An item will be automatically marked lost if not returned within 90 days after the overdue date.
- The system will not display information about lost items. No lists, notices, or parent notification records can be produced.
- Reimbursement for lost materials should be the original purchase price. If that is not available, the replacement price should be charged. If neither is available, the average item price may be charged. (Call Learning Resources & Instructional Materials Department for this information.)
- If materials are later returned, the total amount paid must be refunded.
- Procedures should be developed to accommodate students who wish to compensate the school for lost items but do not have the financial means.
- Schools should develop procedures that include media sign-off when students withdraw.
- Students with lost materials may be prohibited from participating in extra-curricular activities.

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Take-Home Guidelines

All students should have access to library media materials during the school year, including holidays.

Patron Records:

- Items marked lost will be removed from a student's electronic record, but a notation will be made of the item lost. This data will be automatically entered into the district student obligation database. (See Standard Practice Bulletin I-316.)

Continued Circulation:

- Students may not have their circulation privileges permanently blocked because of overdue or lost materials.
- Circulation of materials may be reduced in number or length of time while retrieval of the overdue or lost materials is actively being pursued.

Collection of Monies:

- The collection of monies must adhere to district Policy #6301.
- An individual receipt should be issued to the student. The title, call number, and barcode number should be written on the receipt in case the material is returned at a later date.
- In the case of transferred students, the school that collects the lost book payment will retain the funds.
- Items that are damaged beyond repair should be handled as lost materials.
- Students should not be charged for minor damage to materials.

Access to Library Media Materials:

- All students must be allowed to check out materials from the school library media center.
- All students must be allowed to take library materials home early in the school year.
- Students must be allowed to take materials home during holidays or other extended periods of time when the school is not in session.

DEFINITIONS:

Overdue – an item that has not been returned for a time period extending from one to 90 days after the due date. A group list and an individual notice can be printed for overdue items.

Lost – an item that has not been returned by 90 days after the overdue date. No group list, individual notice, or Parent Notification Letter can be produced for lost items.