District Policy for Overdue, Lost or Damaged Library Books

Grand Prairie ISD does not charge fines for overdue library books; however, if a book has been lost or damaged the student and parent/guardian are responsible to pay for the book.

1. There are no charges for overdue books and students are encouraged to return books on the date they are due. (Books are checked out on a two week time period.)
2. The Instructional Media Specialist may send overdue notices to parents:
   a. After a book has not been returned in 4 weeks
   b. At mid-semester
   c. In May before the end of the school year
3. Overdue lists may be run on a monthly basis and provided to teachers, parents or legal guardians. All overdue notices sent out must be treated in a confidential manner according to Board Policy GBA Legal “Public Information Program: Access to Public Information” Information Exempted from Public Disclosure, no. 22.
   a. Overdue notices should not contain the titles of books or the titles given to teachers. The parent, legal guardian or student may be told the titles of books that are checked out.
   b. Teachers or administrators may be given a list of students who have overdue books without the title included.
   c. A letter or email may be sent to the parent or legal guardian listing the quantity of the books and cost. The titles of the books may be given out at the request of the parent or legal guardian.
4. Lost or Damaged books
   a. If books are lost the student or parent/guardian is responsible for payment.
   b. The student is charged the price on the “catalog” record.
   c. Once payment has been received, a receipt should be given to the person who is paying for the item.
   d. The payment is turned in to the school secretary who will deposit the money into the “library activity account.”
   e. Lost books that are paid for and returned within the same school year, during the summer through August 31 will be refunded. Books returned after the time period will not be refunded may be kept by students.
   f. The refund requisition will be given to the secretary who will request a purchase order to refund the parent or guardian.
5. Damaged Books
   a. Books damaged beyond repair and cannot be circulated must be paid for by using the guidelines of lost books
   b. Books damaged and can be repaired will not have a charge.
6. Students Withdrawing from School
   a. Students withdrawing from school should return all books.
   b. Counselors should include the Instructional Media Specialist on the student withdrawal form so the student and parent may be notified of any books that are still checked out.