**Liberty Hill MS**

**Library Fine Policy**

Please note the KISD School Board Policy as follows:

“STUDENT FEES, FINES, AND CHARGES: *Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver.”*

1. Textbook Fines

Textbook fines are controlled by the district. Students who paid a textbook fine and recover the textbook may receive a reimbursement, IF it is during the same school year. If the textbook is returned after the last day of school, the district will not issue a reimbursement.

1. Late Fees

Books are checked out for two weeks. If students return books after the due date, late fees are assessed. However, students have a 4-day grace period. On the fifth day, the fine begins at .25, and increases by 5 cents per day, with a cap of $2.

1. Damaged Library Books
Books with minor damage will be repaired by the library staff at no charge to the student. However, books that are damaged beyond repair require replacement. Students are responsible for the replacement using the purchase price, rounded up to the nearest dollar.
2. Lost Books
Lost books require replacement. Students are responsible for the replacement using the purchase price, rounded up to the nearest dollar.
3. Check Out Privileges
Students who have fines or overdue library books from any KISD campus will be granted access to library materials on a limited basis. Students have a second chance to demonstrate responsibility, while actively working to resolve the fine. Books and fines from other campuses may be turned in to the LHMS library, and we will send them to the school of origin. Parents may contact the school of origin for alternative payment options if the fine cannot be paid.
4. Alternative Fine Payment Options
5. Project Payoff: Students work in the library outside of the instructional day to perform community service tasks in lieu of financial repayment. The rate is 10 cents per minute, therefore a student with a $2 fine will work 20 minutes to waive the fee. Tasks may include, but are not limited to: moving boxes, discarding library books, cleaning tables, vacuuming floors, and dusting shelves.
6. Fines may also be paid in Box Tops! Each box top will delete 10 cents from the fine.
7. Replacement fines from sections III. and IV. may also be satisfied with an identical book purchased on Amazon, etc. The book must be new and in the same format as the original (paperback, hardback, etc.). Before making the purchase, please inquire about these details.

Effective 8-21-18 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal Librarian