

Library Circulation Guidelines

Although you may wish to make exceptions for individual students or vary these standards based on the needs of your school, in general we suggest the following circulation limits.

NUMBER OF BOOKS – USUAL PRACTICE

Elementary School

Kinder – 1st	1 book
2nd – 3rd	2 books
4th – 5th	2 – 3 books, plus additional books as needed for assignments

Middle School

Flexible; geared to the needs of your students and school.

High School

Flexible; geared to the needs of your students and school.

CHECK-OUT PERIOD – USUAL PRACTICE

Elementary	1 week
Middle	2 weeks
High	2 weeks

OVERDUE AND REPLACEMENT COSTS

Middle and high school libraries may charge both overdue fees and for the replacement of lost and damaged materials. We recommend that elementary school libraries not charge overdue fines, and only charge replacement fees.

For the current, official APS position, see Procedural Directive “Student Fees, Fines, and Charges.” (<http://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/i.-students/student-fees-fines-and-charges>)

According to the above procedural directive, Library Services maintains a list of currently acceptable Student Fees, Fines, and Charges.

	High Schools	Middle Schools	Elementary Schools
Overdue Material			
General Loans: Books and General use Magazines	\$.05 Per Day	\$.05 Per Day	None
Paperbacks	\$.05 Per Day	\$.05 Per Day	None
Not to Exceed	Current Price *	\$1.00	None

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Overnight Loans: Reserve Books, encyclopedias, magazines for curriculum units	\$0.25 Per Day	\$0.25 Per Day	\$0.25 Per Day
Not to Exceed	Current Price *	\$11.00	\$1.00
*Current price obtained from newest edition of Books-in-paint, or \$10 per hardback, \$3 paperback; price per magazine issue			
Damaged Material			
Missing date due slip, occasional crayon or ink marks	None	None	None
Crayon or ink which interferes with readability, missing circulation pockets; torn pages; water damaged, missing barcode(s)	\$0.50 per Book	\$0.25 Per Book	\$0.25 Per Book
Severe damage requiring extensive repair time	\$1.50 Per Book	\$0.50 Per Book	\$0.50 Per Book
Material rendered useless	* Current Price or \$10 per hardback; \$3 paperback; price per magazine issue		
Lost Material			
Items reported lost or not returned after semester	* Current Price or \$10 per hardback; \$3 paperback; price per magazine issue		

LOST AND PAID-FOR MATERIALS

There is more than one acceptable way to manage collecting fines and fees for lost materials. The important thing is to make sure you keep paper records and use a system that works for you and your school bookkeeper/secretary.

One suggested method involves:

- Print the screen showing the item(s) and amount due.
- Send the student, with the printout, to the school bookkeeper or secretary.
- The student should then pay the school bookkeeper or secretary, and get a receipt from them.
- Finally, the student **must** take that receipt back to the library, where the librarian then clears their account of the fine.

Another acceptable procedure:

- The student, parent, or guardian pays the librarian for the item.
- The librarian issues the student, parent, or guardian a receipt.
- The librarian turns the money over to a secretary or bookkeeper.
- The secretary or bookkeeper issues the librarian a receipt.
- The librarian files the receipt and adjusts the student's record in Destiny.

If a book that has been lost and paid for is returned before the end of the school year, the librarian should scan the item into the library catalog (Destiny). The librarian should print out a copy of the circulation record and have the student take it to the bookkeeper, who should issue a refund.

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If books that have been lost and paid for a returned after the end of the school year in which they were lost, you do not have to issue a refund.