

# Library Book Fines Policy

ST. JOSEPH ACADEMY  
(SJA)

Department:	School
Number:	850.17
Effective Date:	8/30/21
Review Date:	8/30/21
Revised Date:	8/30/21
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I. Policy: Library Book Fines

It is our policy that after a book is overdue for 30 days, the library system assumes it to be lost. Once a book is marked as lost, parents/guardians will be charged for the item or provide a replacement book. The payment amount varies depending on the item lost. If a book is lost, it must be paid for or replaced before any additional items are checked out.

II. Procedures:

- A. Students will not be able to check out any items from the library until the policy acknowledgement form is returned.
- B. Students will visit the library at least once a week throughout the school year. Library books will be able to be checked out for one week. Check out limits are as follows: K4-1st grade: 1 book; 2nd-3rd: 2 books; 4th-8th: 3 books.
- C. Overdue notices are sent out on a routine basis. Notices will be sent out via Class Dojo.
- D. Fines for lost or overdue books are collected by the Librarian. At the end of any day in which funds are collected, the Librarian will deliver said funds in a sealed envelope directly to the Finance Director. If Finance Director is unavailable, funds will be delivered to the School Secretary who will then get them to the Finance Director.

Approved by: \_\_\_\_\_

President/CEO

Date

8/31/2021