**LOST MATERIAL POLICY**

**ELMWOOD PARK SD401 LIBRARY MEDIA**

**RATIONALE:**

A uniform district lost material policy will establish standard practice and inform parents and students of the fee structure for replacing lost library materials. Currently students are charged a fee based on the original cost of the lost material rather than the replacement cost. Frequently, older editions of hardcover books have been purchased at a cost of 25-50% of the current replacement cost. In order to maintain the quality of our collections, the followings policy is proposed. Fees are based on School Library Journal’s 2003 Average Book Price and processing costs. Lost material money is refunded (minus fines incurred) if item is returned in good condition.

Student is charged a fixed replacement fee based on the following categories:

Juvenile paperback: $10.00

Juvenile hardcover: $20.00

Young Adult paperback fiction $10.00

Young Adult paperback nonfiction: $20.00

Young Adult hardcover fiction: $20.00

Young Adult hardcover nonfiction: $30.00

Magazine: $3.00

Reference: Actual replacement cost of item.

**Please do not purchase a replacement book. Only a cash payment will be accepted.**

Thank you,

Catherine Catalano

Library Clerk

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