

DE SOTO AREA SCHOOL DISTRICT

362-Rule

LIBRARY MEDIA CENTER PROCEDURES

1. Inventory

At the close of each school year, school libraries shall perform a routine inventory of all equipment and instructional materials provided by the central administrative office. Items must be accounted for annually and noted if discarded, damaged or transferred to another area of the building. The book inventory is more extensive and requires a greater time factor than the annual inventory of individual classrooms.

2. Safety

- A. At the end of each school year, all audiovisual equipment is cleaned by professional technicians and checked for possible hazards. Throughout the school year, any hazardous or dangerous circumstances are reported to the librarian by staff members and that equipment is sent for repairs or maintenance to Cooperative Educational Service Agency #4 (CESA #4) or some other place of service.
- B. Each cart with equipment on it has a safety strap and instructions on proper handling. Students are not allowed to transport or move carts.
- C. Emergency evacuation signs for fire, tornadoes or any other emergency situations are displayed in the library and the library staff is up-to-date on procedures to follow in case of an emergency.
- D. The school nurse instructs staff each year of medical procedures to follow in case of an emergency situation, (e.g., diabetic reaction; convulsion or seizures).

3. Fines

- A. Overdue materials - Students will not be assessed fines for overdue library materials. However, if a book is out for more than eight weeks, the student will lose library privileges. Privileges will be reinstated upon

return of the book or receipt of full payment for replacement costs of the book/material.

- B. Lost materials - All lost books/materials must be paid in full by the last day of the school year. Students who leave the District during the school year are expected to return any library books/materials before moving from the District or they will be assessed a fee for replacement cost of lost books/materials. If books/materials are found after payment has been made to the school, full amount will be refunded.
- C. Damaged materials - Any books/materials that are damaged beyond repair or use will require replacement. Students will be fined for full replacement costs of the item(s). Materials that are damaged as a result of carelessness (e.g., by a pet, water, missing/torn pages, markers, etc.) are considered damaged.
- D. Replacement costs -The cost for replacement of an item will be determined by consulting current library book catalogs, review sources, or recent invoices. If a book is no longer in print and not able to be replaced, a \$5.00 fee will be assessed for hardcover books and a \$1.00 fee will be assessed for paperback books. **{NOTE: Are these the current fees?}**

APPROVED:

NOTE: These procedures were found in your district's current policy manual (603.4 - no approval date). I revised them for stylistic reasons. (WASB - 8/05)