Lost and Damaged Books

Section 1. Lost. Teachers are to keep a list of all books issued to pupils. They must check this list periodically and report all lost books to the principal. Students must pay the cost price for books they lose. The cost price is eighty percent of the list price on the rental sheet.

The charge for lost or damaged books during the last year of an adoption period is to be one dollar ($1.00) if a surplus book is available in the book rental department. (Books that will no longer be used in the classroom are sold to students during the last week of school for one dollar ($1.00).

Section 2. Damage. The amount to be charged for damage to rental books is to be determined by the principal. The minimum charge is one dollar ($1.00). The maximum charge is to be based on the number of times the book has been rented, the original cost of the book, and the extent of damage to the book.

Section 3. Rebound. When a book must be rebound after being used only one year, the full charge for rebinding must be paid. After the first year, the amount to be charged is to be based on the number of years the book has been used.