Guidelines for Collecting Lost Books:

Library Media Specialists work to motivate students to return materials. Each librarian sets his/her standard.

At the beginning of the year… Library Media Specialists usually restrict check-out for a couple of weeks and encourage the students with lost or overdue books to hunt for books, pay for books, or do something to warrant “fine forgiveness” for the lost book.

--If the LMS knows the circumstances of the loss, and the student is not at fault, they can waive the fine and clear the record.

--Or the LMS generally (1) marks overdue books lost and creates a fine that is carried on the student’s record and allows him/her to start checking out. (2) limits the student's checkouts to one book, etc. (3) sends a note home to parents saying that the book is lost, please pay for it (4) makes sure student and parent knows the lost material will continue to be noted on the student's library record and they will be asked about it until cleared.

--Seniors are accountable for lost books.

Of course the LMS needs to make an effort to make sure the book isn't on the shelf, unchecked-in. And students need to be allowed to check books out and "start fresh" as much as possible.

So you get to set your standards, just keep in mind that it's important that kids have books to read.

Basic Procedure for clearing student fine records:

1. Collect money or effort for lost book.
2. Clear the fine in Destiny.
3. Turn money and receipt information in to school office. **BE SURE TO STIPULATE THAT THIS IS a “LIBRARY FINE” and supply the name of the student who paid it.**
4. School office turns money and information in to TPS business office or keeps it in an “Activity Account” set up for the library. Either way, the money has to be accounted for as a “Library Fine”.

Basic Procedure for clearing student records of fines from another building:

1. Collect money or effort for lost book.
2. Send money to and contact LMS at school that owned lost book. Ask LMS to clear the fine in Destiny as soon as they receive the money.
3. LMS at school that owned lost book, clears the fine in Destiny and turns money in to school office.

Things that make this work smoothly:

1. At the beginning of the year mark books “lost” that are checked out to students and over-due from the previous year.
2. Don’t delete copy records for books marked “lost”, unless they were lost more than three years ago. (We may have to revisit this)

Reimbursing parents for “found” lost books:

The other issue that comes up when school starts is that inventory will have found books that people paid for and now they are owed a refund. IF THE BOOK WAS MARKED LOST WITHIN ONE YEAR OF FINDING THE BOOK, the LMS should notify the school office that a refund is due the student. (This is why it is important to properly record the amount of money that was actually paid.) If the fine was paid at another school, then the LMS who has the student should notify the LMS at the school where the fine was paid and ask that he/she notify her office.

ALWAYS let the library media specialist in the school where the refund is owed know that a refund is owed a student, BEFORE you notify the student. This gives everyone a chance to verify the need previous to issuing the notice.

The business office has in place a mechanism for reimbursing the parent. If your school office takes advantage of this method (turns money received for lost library books into the Business office) the school office starts the procedure and should notify you when this is done. Then you should clear the record in Destiny.

If your school keeps the money in an “Activity Account” then you need to leave money in that account to cover any refunds that may come to light.

Paid fines are only refundable for 1 year from the date the book is marked lost.