
Damaged or Lost Materials

Purpose

This policy defines the depreciation scale for the replacement of damaged or lost books.

Scope

This policy informs District and School administrators, teachers, librarians, parents and students.

Policy

1. Except for normal wear all textbooks furnished for student use must be returned in good condition when called for by the instructor of the course.
2. Students may be required to pay for any lost or damaged books furnished to the student by the school district.
3. Depreciation scale:
 - (a) Hardback texts will be depreciated over a five year period.
 - (b) Paperback materials may be depreciated within one year depending upon the extent of usage that year.
4. When in the judgment of the committee instructional materials become worn out, obsolete, or are damaged beyond repair, the committee will recommend that the Board of Directors dispose of the materials.

Related Procedures

N/A

Policy Cross References

2019-Selection and Adoption of Instructional Materials-Instructional Materials Committee-Library Media Center

2018-Selection of Library Materials

Policy Legal References

N/A

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	To Be Determined
Revised	
Revised	
Revised	

Previous Policy Number: 7008