

**Cambridge Public Schools
Administrative Guidelines and Procedures**

SCHOOL LIBRARY CIRCULATION / OVERDUE / LOST FINES

School library resources are highly valued and shared not only within the school, but also throughout the Cambridge Public Schools. As such, the ICTS Library Media Services Division asks that all students, faculty and families enter into the spirit of community sharing and cooperation when it comes to the use and return of library items.

When borrowing an item from a school library, the borrower agrees to take responsibility for the care and return of that item as it is school property. If an item is lost or stolen, the borrower (and/or the parent/guardian/caregiver if a student) must pay the replacement cost. If the item is damaged beyond normal wear, the borrower (and/or the parent/guardian/caregiver if a student) must pay the costs for repair or replacement. In addition, the borrower agrees to abide by the school library's rules and procedures as stated in this document and otherwise outlined by the individual lending library's procedures. Violation of these rules and procedures can result in the Cambridge Public Schools seeking reimbursement for costs or other damages incurred as a result of loss or damage to loaned items, including without limitation, the costs for repair or replacement of loaned items and/or disciplinary action.

Borrowing Items:

- All items borrowed from the school library must be checked out using the online check-out system. If a school librarian is unavailable to check an item out immediately, a back-up system or suitable check-out time will be provided.
- Taking an item from a school library without first checking it out is in violation of these procedures. Additionally, it is a violation of the provisions of Section 14(e)(iv) and (vii) of the *Cambridge Public Schools Rights & Responsibilities Handbook* to cause damage to or steal school property or to attempt to cause damage to or attempt to steal school property. The school administrator will be alerted regarding anyone who removes an item without permission from the library.
- All students and faculty are allowed to check-out library materials for 30 days.
- Parents/guardians/caregivers of students are welcomed and encouraged to borrow items from the school libraries for 14 days for all materials.
- Some curriculum and audio-visual materials and equipment have shorter loan periods and/or may not be loaned. Please see a librarian at your school for specific loan periods applicable to these items.
- All items that are loaned may be renewed twice before they must be returned unless a shorter loan period applies as detailed above. Renewals also may be limited if other borrowers are waiting for an item.
- All borrowers may request extended loans, summer loans, and extra renewals for items necessary to complete coursework.
- Inter-library loan requests from other schools within the Cambridge Public Schools may be restricted by the needs of the school library that holds the item. The decision to loan and the length of the loan depends on the needs and policies of the school library that holds the item.

- School librarians reserve the right to refuse checking-out or renewing a library item to any borrower based on the borrower's account

Returning Items:

- All items are to be returned on or before the due date.
- Items should be returned in the same condition as they were in when they were borrowed. At the same time, we understand that general wear and tear is expected and the borrower will not be penalized.
- Please alert a school librarian when damage occurs. Many books can be repaired to a "like new" condition if the damage is caught early.
- Malicious damage, gross carelessness, or defacing of a library item is unacceptable and is a violation of the provisions of Section 14(e)(iv) and (vii) of the *Cambridge Public Schools Rights & Responsibilities Handbook* to cause damage to or steal school property or to attempt to cause damage to or attempt to steal school property.
- School library items may be returned to any school library in the Cambridge Public Schools.
- School library items should not be returned to the Cambridge Public Libraries.
- Students leaving the school district, transferring to other schools within the Cambridge Public Schools, and students graduating from 5th, 8th and 12th grades are expected to return all items to the school libraries before their last day.

Overdue Notices and Lost Items:

- Library overdue notices are generated once a month, at the beginning of each month, and are delivered to students' class or homeroom.
- Materials that are overdue for 90 days or more are considered "Lost" and a bill is generated. The bill is for the current cost to replace the item.
- Arrangements can be made with a librarian to provide a "like new" replacement or to perform community service in lieu of payment. The librarian reserves the right to reject a replacement that is not in good condition or not identical to the lost item.
- If a loaned item is not returned, is returned in a damaged condition or the costs for such loss or damage to loaned items is not provided to the school librarian 120 days after the due date, the school librarian will notify the principal of the school. The principal of the school will notify the student borrower and their parents/guardians/caregivers, in writing, that the request for return of the item or reimbursement for loss or damage to the item must be provided. Such written notice will provide the student borrower and their parents/guardians/caregivers with the opportunity to remedy the situation before any penalty is imposed if the situation is not remedied. For students, penalties may include prohibiting the student from attending certain school activities not related to the instructional program and/or discipline in accordance with the provisions of Section 14(e)(iv) and (vii) of the *Cambridge Public Schools Rights & Responsibilities Handbook* to cause damage to or steal school property or to attempt to cause damage to or attempt to steal school property, if applicable. If the loaned item is not returned and/or the costs for repair or replacement of the item are not paid, the school library will submit the file to the Chief Operating Officer for forwarding to the Office of Legal Counsel and Office of the City Solicitor for collection.

- Student borrowers and their parents/guardians/caregivers who claim “hardship” or improper assessment of damages (e.g., the loss or damage was not the result of the borrower’s negligence, proof that payment already made, etc.) may file a written appeal to the school principal within five (5) days of principal’s written notice of imposition of the penalty. The principal will review the appeal and issue a written decision on the appeal.
- Any questions and concerns regarding overdue notices and lost item bills should be directed to the school librarian.

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