

Cascade Union Elementary School District

Library Patron Policies

Updated 02/03/2015

1. Borrowing

- a. It is a privilege to *borrow* a library book from one of the district schools: Meadow Lane Elementary, Anderson Heights Elementary, and Anderson Middle Schools. A student obtains an *active* status to borrow a library book once he/she enrolls in a new school year, turns in a library permission slip signed by a parent or legal guardian, and is cleared from owing any fines from a previous school year.
 1. Meadow Lane Elementary School students may check out one book at a time.
 2. Anderson Heights Elementary School students may check out two books at a time.
 3. Anderson Middle School students may check out two books at a time and one Language Arts Core reading novel (or other teacher-assigned book) at one time, potentially having three books from the middle school library.
- b. The privilege to *borrow* a library book from one of the Cascade Union Elementary Schools may be termed *active* (permission slip signed and no fines due), *inactive* (the student cannot check out a book at a CUESD school), or *restricted* (classroom check-out only). Please see the attached table outlining a students' borrowing privilege plan.

2. Fines

- a. When a student has a fine due on his/her account, the student may not check out a book until the fine is satisfied. Please see attached student plan.
- b. Patron fines will carry over from campus to campus in the Cascade Unified School District until the fine is paid. When a fine is collected, the fine payment returns to the school site where the fine originated.
- c. Payment for lost/damaged library books will be paid for by cash, check (made out to CUESD), or in some cases, Box Top for Education Collection Sheets. If the school participates in the Box Top for Education Program, the value of one collection sheet (10 box tops) equals the payment of one dollar.
- d. *Exchange Program* Payment for lost and/or damaged library books may be traded between the student and the librarian as long as the criteria for the trade has been met: a non-fiction book for a non-fiction book, a fiction title for a fiction title, a hardcover book for a hardcover book, and a paperback book for a paperback book. Please note that a lost or damaged paperback book may be traded in for a hardcover book. The trade is left up to the discretion of the library media specialist.
- e. A damaged book charge of up to 33% of the cost of the book will be charged to the student if the library book is returned in a condition which cannot be circulated, but can be repaired. The amount of the charge is up to the discretion of the library media specialist.
- f. Lost and/or damaged book fines can be "worked off". The student will be referred to janitorial services for Anderson Middle School and Anderson Heights and will perform odd jobs during the day accumulating payment for a lost/damaged book at a rate of \$4.00/hour.

- g. A patron with a library charge on their account will **NOT** receive an eighth grade diploma upon graduation from the CUSESD.

3. Refunds

- a. If the student used a Box Top For Education collection sheet, worked-off the fine, or participated in the exchange program, and at a later date finds the book and turns it into his/her library, the reimbursement will be considered a donation to the school's library. It is assumed that the student did not pay cash/check for the damage or loss and will not receive cash/check for a reimbursement.
- b. All other reimbursement claim forms will go through the District Office.