



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2170

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CATEGORY: **Fiscal Management, Revenues**

EFFECTIVE: **1-29-62**

SUBJECT: **Library Fines**

REVISED: **8-11-05**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for normal collection of fines for overdue books and library materials.
2. **Related Procedures:**
 - Collections or refunds for damaged or lost instructional materials 5026
 - Property damage or loss 5025
 - Transfer and withdrawal, 7-12 6146

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-3800, H-8800; Education Code Sections 48904, 19911.
2. **Liability of Parent/Guardian.** The parent/guardian of a student shall be liable for district property on loan to the student and not returned upon demand of a district employee authorized to make the demand (Education Code Section 48904).
3. **Willful Failure to Return Library Materials.** Any person who *willfully* retains any print or nonprint library material, or other property belonging to the district, for thirty days after written notice is given upon expiration of the normal loan period, is guilty of a misdemeanor (Education Code Section 19911).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Media Services Department, Instruction and Curriculum Division, Office of School Site Support.
2. **Collection of fines** is not mandatory; this decision should be made at the school site. This allows consideration of local community and home circumstances. Policies and procedures outlined herein apply to those schools that do levy library fines.
3. **Amounts Charged.** Recommended fines are five cents *per day* for all overdue regular two-week books and five cents *per period* for all overdue *overnight* materials, such as magazines, pamphlets, and reserved books.
4. **Library fines** are deposited in the General Fund as district income unless a site account is designated. Funds may be budgeted into the individual school's account by notation on the "District Daily Remittance Advice" form (E.3.) requesting appropriation to the account indicated. If a site account is not specified, the money remains in the General Fund as district income.

5. **If unable to make prompt payment**, the student may make a partial payment in the library application system. If absent due to illness during the time the library materials were overdue, a student may be excused from paying a fine by providing the appropriate admit card.
6. **Fines for lost books subsequently returned** shall not exceed the replacement cost of the book. Fines may be reduced or waived at the discretion of the principal or designee in order to provide an incentive for returning lost books.

D. IMPLEMENTATION

1. **Library Media Teacher or Principal's Designee**
 - a. **Collection of fines**
 - (1) **Regular books.** Checks shelves to verify that book has not been returned.
 - (a) Sends first overdue notice to student's homeroom or other location as determined at school.
 - (b) Sends second overdue notice; if there is no response, may deny library privileges until fines are paid.
 - (2) **Overnight materials.** Sends first overdue notice to student's homeroom or equivalent on day materials are due.
 - (3) **If student does not return book or pay as promised**, notifies parent/guardian by telephone or written library notice.
 - b. **Accounting for fine money**
 - (1) Obtains a library fees account from school financial office at beginning of school year; uses a locked cash drawer for fines collected; verifies cash with receipt book each week.
 - (2) Deposits money at financial office at least once each week or when cash in cash drawer exceeds ten dollars; submits fines separate from funds collected for lost and/or damaged books (Procedure 5025).
2. **School financial office** issues standard receipt to library media teacher or library's assigned staff, showing amount received under "Library Fines"; includes amount as specified on remittance advice submitted to district cashier's office.

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E. FORMS AND AUXILIARY REFERENCES

1. District Daily Remittance Advice, Inventory Item 22-D-3500
2. Student Body and District Funds Receipt, Elementary, Inventory Item 22-S-7790;
Secondary, Inventory Item 22-S-7795
3. Receipt Book, Inventory Item 22-R-1660

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

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For the Superintendent of Schools