



## St. Joan of Arc Media Center

### ***Fines and Fees Policy***

St. Joan of Arc Catholic School's Media Center exists to serve the student body, teachers, and staff and it is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person limits other people's right to borrow books and the concept of placing books on "hold" is not able to be followed through.

#### **Regulations**

1. To encourage the prompt return of materials, the library **will charge students in grades fifth through eighth a per day overdue fine of 25¢.**
2. On the day after the due date, the **students will have a seven day grace period** where no fines would be charged. New books (seven day circulation type) only have a **3 day grace period.**
3. No fines will accrue on days that the library is closed.
4. The media center's **computer system will notify parents of the overdue materials via email.**
5. When the maximum fine (\$5.00) has been reached, the item status will change to lost book and the cost of the book will be added to the student's account balance.
6. Any student with an **account balance of \$5** or more shall **forfeit borrowing or renewing** until materials are returned and fines are paid.
7. Students should resolve disputed fees before paying for them. Once payment for library fees has been accepted, **monetary refunds will not be issued.**
8. Lost books will incur a \$2.00 fee for the replacement of barcode labels, AR labels, color labels, tape, covering, etc.