

---

**AURORA PUBLIC SCHOOLS**  
**Approved August 1984**  
**Revised March 1989**  
**Recoded September 1995**  
**Revised September 2007**  
**Reviewed November 2016**

**APS Code: JQB**

---

### **LIBRARY FINES AND CHARGES**

Building processes for collection of library fines or book replacement charges in the schools shall be in accordance with District policies and regulations and approved by the principal.

Regardless of any pending or unpaid library fines or book replacement charges, all students are to be granted equal access to all library services to complete class assignments.

A replacement charge to cover the cost of replacing lost or damaged books is required at all levels. The maximum charge shall be the full replacement cost of damaged or lost items. Every effort will be made to have students return all items in a timely matter and to collect for lost material which includes, but is not limited to, the running of overdue reports and notices.

Library overdue fines shall be charged only at the secondary level. Students shall be charged a fine of 10 cents per day for overdue books and regular checkout materials. The normal checkout period shall be two weeks, except as noted below. Overdue fines for reference books, books on reserve, books on "overnight only" shelves and magazines shall be 10 cents per hour or 50 cents per day.

Overdue fines at the secondary level shall accumulate to no more than the replacement cost of the book or other materials.

All fines and monies collected for damaged and lost books or overdue materials shall be returned to the school's library book account and recorded as current revenue.

When the student withdraws or transfers from the school, clearance shall include checkout through the library. The clearance should indicate whether or not fines or other charges are due.

In assigning fines and book replacement charges, such charges may be reduced or waived for students who meet the district eligibility requirements and guidelines set for free and reduced-priced meals dropped upon approval of the principal.

Amnesty days (days on which fines may be excused or reduced) may be held at the individual building, at the discretion of the principal.