

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 252 – Lost or Damaged Textbooks</b>	
Related LCSO AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175 The Education Regulations, 2019 section 42	
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### Background

School and Division personnel are custodians of the public funds and must act in a manner to protect the learning resources that are available for students. When textbooks are damaged, willfully or accidentally, by students beyond the normal wear that occurs as a student uses a textbook, the following procedure shall be followed.

### Procedures

1. Textbooks will depreciate by twenty percent (20%) each year that they are used. For Holy Rosary High School, depreciation will be based on each semester circulated. Replacement cost will be based on how many years they have left in their cycle. If they have circulated more than five (5) times, the replacement cost will be twenty percent (20%). Minor damage such as torn cover, graffiti, etc. will result in a twenty percent (20%) charge.
2. When a student receives their textbooks at the beginning of the year, they will be asked to peruse the book for damage so that it can be noted to ensure that they are not charged for the pre-existing damage at the end of the year.
3. Students will not be charged for wear and tear due to normal use.
4. The library technicians will use the condition field in the copy information in Alexandria to help give a better idea of what condition the book when out in and allow us to be more accurate in assessing normal wear due to proper use.
5. Criteria for rating the condition of a textbook:
  - 5.1 New – never been circulated.
  - 5.2 Excellent – looks almost new, only circulated a couple of times.
  - 5.3 Good – contains minor graffiti that does not interfere with use of book, light wear such as worn edges.
  - 5.4 Fair – may have cover damage, looks well used, pages may be coming loose in minor sections.

- 5.5 Damaged – significant tape, likely the last time a book will be circulated.
  - 5.6 Unusable – will not be circulated again unless there are no other options, book will be discarded.
6. The Principal may waive the textbook charges at their discretion, as there are various circumstances in which it may not be reasonable/appropriate to charge for textbook replacement costs or damage inflicted.
  7. Should a parent(s) or student wish to appeal the charges assessed, they may take their concerns to the Principal. The library technician will provide the Principal with the number of times the item has been circulated as well as the copy of the condition (including the criteria for the condition) that the book was marked with at the time of circulation.
  8. Any funds received will be allocated back to the textbook budget of the school from which the damaged/lost item came.