

TCA Elementary Library Fines Policy

Library Fines (See Policy JQ-TCA for more details)

- Lost or damaged books must be paid for at full replacement cost. The actual cost of the book is determined by the TCA Destiny catalog record.
- If a patron loses a book or damages a book beyond repair, they will be fined the total replacement cost of the book.
- Any outstanding overdue book from the previous school year will be charged on the patron's account as a Lost Book fine at the start of the current school year, if the book has not been returned in good condition within the first full week of school.
- Any patron whose book(s) is greater than 60 school days overdue will be charged a Lost Book fine which is the total replacement cost of the book as noted in the TCA Destiny Catalog.
- If a patron is charged a Lost Book fine, has NOT paid the fine AND returns the book in good condition within 30 calendar days of the original fine assessment, the Lost Book fine will be waived.
- If a patron pays a Lost Book fine, subsequently finds the lost book AND the book is in good condition AND is returned to the library within 30 calendar days of the original fine assessment, the paid Lost Book fine will be refunded through the TCA Finance department by check.
- Fines will be posted in the student's Infinite Campus account and may be paid online or in person. If paying in person, please use cash or check (payable to TCA) as the library does not have the ability to take payments by credit/debit card.
- Monies collected from lost or damaged books will be used towards replacement of the same book or towards the purchase of a comparable replacement. The decision of what to purchase will be made by the library staff.
- Library books are purchased with library or permanent bindings and are pre-processed with labels, covers and cataloging records. Consequently, books will be purchased by the library in order to ensure equivalent replacements. Please do NOT purchase a replacement book as we do not accept them in lieu of payment.