



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Fines, Loss, or Damage to Materials

The River Valley School Library Media Program encourages proper care and handling of borrowed **printed and electronic** materials, **printed material and electronic equipment** and stresses that it is the responsibility of the Borrower to return materials on time and in good condition. When materials are not returned on time, the district does not charge fines, but the Borrower cannot borrow more materials until late ones are returned. An exception will be made at the High School and Middle School libraries where fines may be charged for overdue reference, and reserve materials and current magazines because these items are needed on a daily basis.

Damaged materials: The Borrower will be assessed a fee for materials that are damaged due to negligence, depending upon the damage. For materials that are lost or damaged beyond repair, the Borrower will be charged full replacement costs.

If a missing item is found and returned after being paid for, the money may not automatically be returned if a replacement copy has already been purchased.

APPROVED: April 13, 2006

REVIEWED: January 12, 2017