



5000 W. Cypress Ave. • Visalia, CA 93277-6300 • (559) 730-7349 • FAX(559) 730-7693

Overdue and Lost Materials Policy For Visalia Unified Staff

Overdue materials:

The VLC will remind teachers monthly about overdue library books. After three months of no response, we will notify principals to ask for help in locating materials. After six months, any overdue books will be marked lost.

Procedure:

1. Send out overdue notices to teachers on 15th of the month immediately following date books are due.
2. Second month: repeat notice.
3. Third month: call teacher.
 - a. Except in rare cases, renewals are not allowed after three months overdue.
 - b. If books are lost, mark them lost and bill school.
 - c. Make note on teacher's record that s/he has been called and the response.
4. Fourth month: notify principal and ask for help in locating the books
5. Fifth month: notify principal again. Advise that books will be billed for the next month.
 - a. Block teachers with over ten items out and no response.
 - b. Make note on teacher's record to check patron status if a blocking message comes up.
6. Sixth month: send bills to principals for all overdues. George will send memo.
 - a. Remove blocking message when books are paid for.

Lost items:

All charges for lost items will be shared equally between VLC and School Site funds. Individual employees will not be asked to pay for items lost by their students. Teachers and Principals will receive a notice that items are lost, whom they were checked out to, the price of the items, and the charge (50%). Teachers with lost books will have restricted borrowing privileges until paid.

Revised May 14, 2002

Procedure added February 2003

Approved by Principals 2002-3