

## Library Damage Rubric

	1 Cost \$1	2 Cost \$2	3 Cost \$3	4 Cost \$4	5 Cost of Book based on age
Torn Pages	One/two tears	Three/four tears	Five/six tears		Book is impaired to the point that it is unreadable. Pages are missing from book
Liquid					Book is wet Mold is present
Food	One page damaged	Two pages damaged	Three pages damaged	Four pages damaged	Book has food that has impaired the reading or the protective covering
Book cover	Light scratches	Deep scratches			The book covering is damaged beyond repair
Broken Binding	Binding is split on top/bottom	Binding is beginning to peel back	Binding is ripped up/down the front/back of book	Binding has ripped away from pages	The pages have become loose. The pages are falling out
Crayon, Pencil, Marker, Pen	One Page	Two Pages	Three Pages	Four Pages	Damage has impaired the reading or the protective cover
Removed Bar Code or Spine Label	Automatic \$1 to replace				

Please understand that your child is responsible for checking books for damage BEFORE they leave the library. If damage is noted, it should be immediately brought to the attention of the media specialist. (Students in K-1 will have their books checked by the media specialist)

\*Please note that the media specialist reserves the right to declare that a book is un-repairable

\*Please note that students will be required to pay for damages, report cards may be held until damage is paid. Field Day activities will be suspended until the damage has been paid in full.

\*The cost to replace a book will be based upon the current cost and the age of the book. Some books are irreplaceable; the cost will be based upon the original book. **All lost books will have a minimal charge of \$5**

\*If a book is lost or stolen the book must be paid for within a reasonable time by the student who checked out the book. If a lost or stolen book is found AFTER it has been paid for and the book is in good condition, a refund will be made. Thank you!

Mrs. Cabral