

Library Damage Rubric

	1 Cost \$1	2 Cost \$2	3 Cost \$3	4 Cost \$4	5 Cost of Book
Torn/Ripped Pages	One/two tears	Three/four tears	Five + tears		Book is impaired to the point that it is unreadable. Pages are missing from book.
Liquid/Stains				Book has minor liquid damage	Book has signs of liquid damage and/or mold.
Food/Stains	One page damaged	Two pages damaged	Three pages damaged	Four pages or more damaged	Book has food that has impaired the reading or the protective covering
Book cover Book jacket	Light scratches	Deep scratches			The book covering is damaged beyond repair or the protective book jacket is missing.
Broken Binding	Binding is split on top or bottom	Binding is beginning to peel back	Binding is separated up/down the front/back of book	Binding has ripped away from pages	The pages have become loose. The pages are falling out and the book is irreparable.
Crayon, Pencil, Marker, Pen etc.	One Page	Two Pages	Three Pages	Four Pages or more	Damage has impaired the reading or the protective cover
Removed Bar Code, Testing, or Spine Label	Automatic \$1 to replace missing label(s)				

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 or clerk. (Students in Kindergarten will have their books checked before leaving the library). All books are checked for damage when they are returned to the library.

*Please note that the media specialist and media committee reserve the right to declare that a book is un-repairable

*Students will be required to pay for lost books or damages, and report cards may be held until the fine is paid. Field Day activities can be suspended until the fine 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 (as they are out of print); the cost will then be based upon the original book. Students may keep the damaged book once they have paid in full for the replacement.

*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 if returned during the same school year. Thank you!

Date: _____

Student's Name: _____