

Coos Bay School District 9

Code: **IIBD**
Adopted: 11/18/91
Readopted: 1/12/11
Orig. Code(s): IIBD

School Library/Media Centers

The Board will maintain a library/media center in each of the district's schools. The district media director shall supervise the library/media services within each building.

The Board intends to provide supplies, books, encyclopedias, dictionaries and periodicals as needed in keeping with state standards.

The library/media center, in addition to containing written materials, will contain nonprint items such as audiovisual materials, computer software, and AV/computer equipment.

The following process for replacement of lost library/media materials is as follows:

1. The replacement of lost or damaged library/media materials is the responsibility of the borrower. Those who intend to borrow shall be made aware of this possibility before material is loaned.
2. In the event material is lost or damaged, the librarian shall bring this fact to the attention of the principal. The borrower shall discuss with the principal the reasons for the loss or damaged condition of the material.
3. When the principal determines that the loss or damaged condition of the material was caused by negligence of the borrower, the borrower shall be billed for the replacement cost of the material which will be reduced by the cost of normal wear.
4. If a borrower no longer attends the school from which the material was borrowed, the principal shall seek the return or replacement of the material checked out to the borrower.
5. Cost recovered under this policy shall be deposited in the building accounts, labeled library/media materials, and may be drawn upon by the principal to cover replacement cost of library/media materials.

END OF POLICY

Legal Reference(s):

[ORS 332.385](#)

[ORS 337.120](#)

[OAR 581-022-1520](#)