**AMS Library Procedures for Late Fines**

* Students are charged $.10 a day for late books with a five-day grace period. If the book is turned in during the grace period, a fee will not be charged. On day six, the fee starts at $.60.
* When students check a book out, they are told the due date. It is their responsibility to keep up with using the Destiny Discover app.
* Students can always check when a book is due by signing onto the Discover app. The due dates are under check-outs in the app. The students’ username and password is their library barcode number without the letter.
* Students will be given a printed copy of late fees at interim and the end of each nine weeks. They will also be given a notice within the first two weeks of May in order to give the students the chance to take care of all fees before the end of the school year.

**AMS Library Procedures for Overdue Books**

* Students will be given a printed copy of overdue books at interim and the end of each nine weeks.
* Towards the end of each nine weeks, the students will have the opportunity to turn in all overdue books by a certain date in order to get fines waived. This will be posted on Schoology announcements and on the library Schoology page.
* If a student receives a fine, then the procedures for late fines will go into effect.

**AMS Library Procedures for Lost or Damaged Books**

* Students will be required to pay for any lost or damaged books.
* Damaged books will need to be paid for immediately.
* Lost books can be paid for immediately or in May. This is due to the fact that many books will be found once teachers begin cleaning rooms and students begin cleaning lockers.
* If a book is found after it has been paid for, a parent will need to request in writing for a refund. This needs to include the parents name, address, phone number, the child’s name, and the requested refund amount.
* If a student loses a book, he/she will not be able to check a book out without parent permission (he/she may check out eBooks).
* If a lost book is not paid for by the end of the school year, the student will not be able to check out a book the following year until the book is found or paid for. The student may continue to check out eBooks.

**Check-out Procedures for Young Adult Books**

* Seventh and eighth grade may check young adult books out.
* Sixth grade may not check young adult books out without parent/guardian permission.
* If a parent/guardian would like for their child to check out a young adult book, the parent must request it in writing with their signature and the child’s name.