

Secondary Student Library Policies

- Students are responsible for returning items by their due date.
- Students may check out 4 books at a time. Patrons with overdue books may be limited and/or unable to check out additional titles until overdue items are returned. Books may be renewed if they are not on hold for another patron.
- Computers may only be used for school-related assignments, research, and tasks. Inappropriate use of computers will result in loss of privileges.
- Secondary students may NOT check out elementary books unless approved by the librarian.
- TCA Board Policy Regarding Student Use of Cell Phones (JICJ-TCA-B) concerning cell phones, and Parent-Student Handbook policy regarding earbuds and headphones will be followed in the library.
- Students may print school related assignments on the library printer for free including color prints. Non-school related or personal pages carry a \$.05 per page cost for black and white and \$.50 per page for color. Photocopies carry a \$.05 per page AFTER five pages (first five pages are free).
- Lost or damaged (beyond simple repair) books must be paid for at full replacement cost. The actual cost of the book is determined by the TCA Destiny catalog record. Damaged book fines are non-refundable. If a lost or damaged fine is assessed, the patron account will be suspended from checkout until the fine is satisfied.
- Any outstanding overdue book from the previous school year will be charged on the patron's account as a Lost Book Fine at the start of the current school year, if the book is not returned in good condition within the first week of school.
- The library distributes printed overdue notices to students through their Flex class at least once a month.
- Any patron whose book(s) is greater than 60 school days overdue will be charged a Lost Book Fine which is the total replacement cost of the book as shown in the library catalog. Before the fine is assessed, the patron and/or parent(s) of the patron will receive a minimum of two emails sent through Infinite Campus detailing the overdue item(s) and the pending Lost Book Fine(s). Librarians have discretion in fine assessment.
- If a patron pays a lost fine BEFORE the 60-day deadline, subsequently finds the book AND the book is returned in good condition within 7 calendar days of the fine payment, a fine refund will be requested through the TCA Finance Office.
- Fines are posted in the student's Infinite Campus account and may be paid online or in person. If paying in person, please use cash or check as the library does not have the ability to accept credit/debit cards. Please make checks payable to TCA or The Classical Academy.
- Monies collected from lost or damaged books will be used for the replacement of the same title or a comparable title. The decision of what to purchase will be made by the library staff.
- Library books are purchased with library bindings and are pre-processed with labels, covers and cataloging records. Consequently, replacement titles will be purchased by the library to ensure equivalent replacements. Please do NOT purchase a replacement book as we may not accept them in lieu of payment.
- The library staff may borrow book club sets from the Pikes Peak Library District (PPLD) for student book clubs. If a student loses, damages, or fails to return a PPLD book checked out to them through TCA, the fine from PPLD will be passed along to the student.