

TCA Elementary Student Library Policies

- Students are responsible for returning items by their due date.
- Student check out limits vary by grade and campus. Patrons with overdue books may be limited and/or unable to check out additional titles until overdue items are returned. Please see your campus librarian for details. Books may be renewed if they are not on hold for another patron.
- 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 has not been returned in good condition within the first full week of school.
- The library distributes printed overdue notices to students through their classroom teacher on a routine schedule determined by the librarian.
- 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, 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 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 about 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 TCA elementary 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.