

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 252 – Lost or Damaged Books</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175 The Education Regulations, 2019 section 42	
Received by the Board: June, 2026	Update: June, 2026	

**Background**

School and Division personnel are custodians of the public funds and must act in a manner to protect the learning resources that are available for students. When books are damaged, willfully or accidentally, by students beyond the normal wear that occurs with student use, the following procedure shall be followed.

**Procedures**

1. When students receive their textbooks at the beginning of the year, they will be asked to peruse the book for damage and inform the school librarian so that it can be noted to ensure that they are not charged for the pre-existing damage at the end of the year.
2. Students will not be charged for wear and tear due to normal use.
3. Students will be charged when books are lost or damaged beyond repair. The fee will equal the full replacement cost of the library book or textbook and will be added to the student's online fees. No refunds will be issued if the book is later found. Upon payment of the replacement fee, the damaged book becomes the property of the student.
4. Principals may waive the textbook charges at their discretion, as there are various circumstances in which it may not be reasonable/appropriate to charge for textbook replacement costs or damage inflicted.
5. Any funds received will be allocated back to the library book budgets of the school from which the damaged/lost item came. These funds are non-transferable and must be spent in the school year they are received.