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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 9801.1

## REGULATION: CARE OF TEXTBOOKS, LIBRARY BOOKS, AND OTHER RESOURCE MATERIALS ASSIGNED TO SCHOOLS

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In keeping with the intent of Board Policy 9801, these regulations are developed in recognition of the fact that pupils lose and damage textbooks and other learning resources for which they have assumed responsibility. The nature of these materials is referred to in the policy and more particularly described in the Recommended Learning Resources publication of the Ministry of Education.

These regulations deal primarily with the charges levied against pupils who lose, destroy or damage learning resources. The intent is to ensure a common and well understood approach among our schools.

### **DISTRIBUTION AND COLLECTION OF RESOURCES**

- 1) Every school should establish and maintain a procedure for the distribution and collection of learning resources. The procedure for each school may vary, depending upon such factors as the age of pupils and quantity of resources distributed.
- 2) Every school is expected to establish and maintain a procedure for dealing with lost, destroyed or damaged resources, incorporating the requirements outlined in these regulations. Such procedures should also provide for the collection of unpaid charges.

### **CHARGES**

The cost, either actual, (if available), or an estimate thereof, is to be levied against pupils who lose, damage, or destroy learning resources, requiring the resource(s) to be rebound or replaced.

### **COLLECTION AND REMITTANCE OF CHARGES**

- 1) A receipt must be issued upon payment of the charge. A special invoice/receipt, (preferably pre-numbered), designed for this purpose, will minimize clerical work where volume is relatively large.
- 2) A copy of the receipt must be retained with financial records for audit purposes.
- 3) Cost recoveries (less reimbursements) for all but those resources purchased through LIBRARY FUNDING are to be remitted to the Finance Department

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at least twice each year, on SEPTEMBER 30th AND FEBRUARY 28th, via a cheque payable to School District #36 (Surrey), and marked "Cost Recovery - Learning Resources".

- 4) Recoveries for those resources purchased through LIBRARY FUNDING may be retained at the school and used to purchase replacement library resources.
- 5) The Finance Department will credit the District Recommended Learning Resources Trust Account with the amounts remitted, noting the school name for each credit entry.
- 6) In cases where, in the principal's judgement, a family faces extreme financial difficulties, the charge for lost, damaged or destroyed learning resources may be waived.

**CREDIT TO SCHOOLS**

Each school will receive credit for the amount remitted by way of a supplement to the annual order for Recommended Learning Resources.

**COLLECTION OF OUTSTANDING DEBTS**

It is recognized that most pupils pay their charges promptly; however, when such is not the case, the following suggestions are presented for encouraging payment of debts:

- 1) Communication with parents or guardians.
- 2) Articulation with receiving school.

Implemented: 1990-10-25

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