

# James Irwin Book Damage Rubric

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Library and text books are an extremely valuable and expensive commodity. Often, textbook costs can be as high as \$130.00. The State of Colorado's education budget issues continue to make repair and replacement of books an unplanned, costly burden to the school. James Irwin Charter Schools believe respect and responsibility, two of our five character traits, are crucial in the handling of school resources. Therefore, to encourage respect and responsibility, the following damage rubric has been designed to assist students and parents/guardians in understanding costs related to book repair and replacement. It is the duty of the student to ensure respect and responsibility are applied when handling library and text books so that these valuable resources last for their natural lifetime. Students, and ultimately their parents/guardians, are fully financially responsible for the replacement or repair costs of any lost, damaged, or stolen library or text books.

## **Examples of Structural Damage**

Books that have structural damage have damage to their text block, covers, or spine and are not stable enough to circulate. They require repair or replacement.

### **Losing Pages = \$20.00 rebinding fee.**

If book cannot be repaired the replacement cost is required. Cost will vary according to text book.



### **Losing Pieces = \$20.00 rebinding fee.**

If book cannot be repaired a replacement cost is required. Cost will vary according to text book



## **Examples of Food and Drink Damage (Including Gum)**

Books with food or drink damage should be reported immediately to the librarian. Leaving food or drink-stained books unattended can attract pests or damage books permanently.

In most cases when a text book is damaged with food or drink, it requires a replacement cost.

This book had something wet and sticky spilled on it, and is now non-repairable. The pages were together and could not be separated without tearing. The spill is obscuring the text so that simply photocopying the pages will not help. The book shown below will have to be replaced.

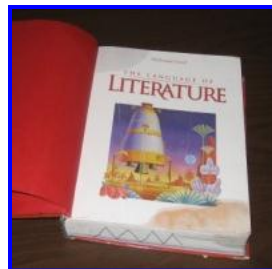
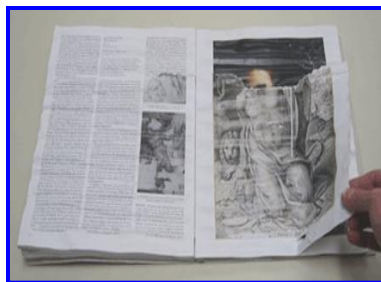


### **Wet Books**

If a book is wet, it should be brought to the librarian immediately for care. If a book dries on its own, it may begin to grow mold or the pages may warp and stick together, like this book.

Depending on the wet book damages the cost will vary from a minimal cost to the replacement of the book.

Minimal charge: \$5.00-\$20.00. Replacement charge: depending on the replacement cost of the book. Our books range from \$5.00 to \$130.00. Prices available at the library, contact the librarian at 302.9000 ext: 4268.



If your text book has become soiled at home after school hours your book will need immediate attention.

Stand the book up, open wide like a fan and if possible place your book in front of a fan with the fan on low. Allow the book to dry completely before closing. Any damages must be immediately reported to the librarian.



### **Tape, Glue, Pen Marks, Highlighting, and Torn Pages**

If you choose to mark in your book with pen or marker you will be charged a damage fee depending on whether or not the book can be repaired. If the marking obscures the writing in the book, then the book will need to be replaced.

Repairing torn pages requires using a specialized, acid-free tape for books. If your book has a torn page, you may bring it to the librarian for repair. If the torn page is repairable there will be no charge.

When covering books, avoid using tape or glue to affix the cover to the book. There are common techniques to use which do not require affixing the cover to the actual book (see the librarian for tips). If in fact you glue or tape covers to your books and cause damage to the book, you will then be charged a damage fee.

Charges range from \$5.00 up to the replacement cost of the book.



### **Dropping Books**

Often when a book is dropped damages occur which could include breaking the binding, bending the corners, or damaging the structure of the book.

Charges range from \$10.00 to \$20.00.



### **Animal Damage**

Puppies love to chew. Any book damage from a pet must be immediately reported to the librarian for damage assessment.

Charges range from \$5.00 up to the replacement cost of the book.



## **Damage Assessments**

***Replacement cost will be assessed for any damage which is deemed non-repairable or may cause a health risk to students.***

\$5.00 - \$10.00 charge = corner damage, small coffee/liquid stains which do not affect the content of the book, scuff marks on the outside structure of the book that requires taping. Broken binding that can be repaired, pages that have been torn and need extended repair, and minimal water damage.

\$10.00 - \$20.00 charge = animal or other damage that includes teething marks, water damage, heavier coffee/liquid stains, broken binding which must be sent to the binders, ink or highlights that cannot be removed. Damage to the structure of the book that requires tape and glue which demands time to dry before shelving.

\$20.00 - half of the book's replacement price = damage that is permanent such as food and water damage, coffee/liquid stains, ink or highlights, structural damage, and cut or torn pages which adversely affect the student's ability to read the book's content.

Full charge for the book's replacement price = lost book, book with extensive structural damage that cannot be repaired. Complete water damage (this includes soda, urine, vomit, coffee, food, etc.), gum stuck between pages, pages stuck together and cannot be separated, missing pages, books that have perfume, cologne, etc. spilled on them to where the smell cannot be removed, and mold or mildew.

Generally, the cost to replace a library or text book ranges in price from \$5.00 to \$130.00. If you have any questions, you may contact the librarian at James Irwin Charter Schools, 302-9000 ext. 4250.