**Oh No! You lost your book!
What do you do next?**



It happens. JMS Library books get lost and misplaced. I want to help you know what to do when this happens.

1. Talk to us. Come in and explain. We are here to help you. It is much better to be up front with the library staff.
2. Look everywhere. We know your room and lockers might not be very organized or clean. Books get stuck in other books, under beds, on shelves, and they make it to the bottom of the locker. Do a good cleaning and look at home and school.
3. If the book still hasn’t turned up these are your options:
	1. (This is my favorite option!) Buy us another book to replace the lost book. If it is hard back buy another hard back. If it is a paper back replace with another paper back. Amazon and McKay’s have great used books with little wear and tear. (This is the cheaper option!)
	2. Bring in the money to replace the book. I can now clear your name and you can get another book.
4. If you find the book damaged still bring it in. I am a pro at fixing books. If I can’t you will still be required to pay for the book, but you would be surprised at what I can fix.
5. What happens if you find the missing book after you have paid for or replaced the book? No problem. Bring it in and I can reimburse you the money you paid or I can give you back the book you bought. (If you don’t want the book back it would be a nice donation to the library.)

**NOTE:**

Library books are school property. You can’t ignore a lost/missing library book. We can hold report cards and even in extreme cases assign in-school suspension. The library fine doesn’t disappear when you leave JMS. It follows you to the high school.

Please take care of our library books.