

REVISED SCALE FOR ASSESSMENT OF DAMAGE

BOOKS

| Type of Item | Normal Use Expectancy | Number of Years in Use** | Percentage of Replacement Price to be Charged* |
|---------------------------|-----------------------|--------------------------|----------------------------------------------------|
| Textbook (Hardback) | 5-10 years | 1 year | 100% |
| | | 2 years | 90% |
| | | 3 years | 70% |
| | | 4 years | 60% |
| | | 5 years | 50% |
| | | 6 years | 40% |
| | | 7 years | 30% |
| | | 8 years | 20% |
| | | 9 years | 10% |
| | | 10 years | 0% |
| Textbook (Paperback) | 2-4 years | 1 year | 100% |
| | | 2 years | 75% |
| | | 3 years | 50% |
| | | 4 years | 25% |
| Library Books (Hardback) | 8 years | | See pages 34-35 Procedural Manual for Media Center |
| Library Books (Paperback) | 3 years | | See pages 34-35 Procedural Manual for Media Center |

* The number of years the text is in use is computed from the date of purchase of the text rather than the copyright date on the text.

** No Charge will be made if material is returned in a similar condition as that when issued, with allowance for ordinary wear and tear.