

POLICY

No. 3090

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REPLACEMENT OF LOST INSTRUCTIONAL MATERIALS

The school district or the BOCES division which has lost, misplaced or damaged instructional materials shall be responsible for the replacement cost of that material.

Instructional materials include: films, videos, CD-ROMs, laser discs, computer software, books or other learning aids.

Financial restitution will be determined after a replacement copy or title is purchased. In the case of videos and computer software produced from a master copy for which BOCES has purchased duplication rights or a site license, restitution will be for the cost of the blank tape or diskette.

If a replacement copy is not available, a title of similar content may be substituted.

Replacement of a preview video or film (media accepted from a company for review) shall be at the media company's charge for that material.

Adopted: May 16, 1983
Ratified: June 20, 1983
Amended: March 18, 1996