

7.6 CIRCULATION: LOST & DAMAGED MATERIALS

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The Library does not charge the cardholder for damage due to normal use.

Cardholders are responsible for all materials and equipment checked out on their library card. A patron is required to pay for materials and equipment which is irretrievable, lost or has been damaged beyond normal wear and tear while checked out.

The library does not accept replacement copies of lost and damaged materials in lieu of charges.

The library charges the cardholder the full price listed in the library catalog or listed on a current Internet retail site for lost, damaged, or unreturned materials. Out-of-print material will be based on the estimated price of a replacement item.

In addition to the cost of the material, the library charges a processing fee (see Loan Period, Fines & Fees) for lost and damaged materials to cover the cost of cataloging and preparing the item for circulation.

If a cardholder returns a lost or unreturned item in usable condition within thirty days of payment, the library refunds the amount paid less fees.

Upon payment for damaged material, the damaged item is to be returned to the patron.

