

### **Damaged & Lost Materials Policy**

Library users are expected to pay an item's full replacement charge if damaged while borrowed on a library card account. Charges will be assessed for any item returned that is no longer in appropriate condition for continued circulation. Determination of “appropriate condition” is made by library staff.

A minimum \$5.00 processing fee will be charged to patron for repair of item and if an item needs complete replacing the fee would also include the full replacement cost for the item.

If patron is not made aware of damaged item by staff in person at time of return (such as an item was returned in book drop), contact will be made immediately by phone and/or letter informing the patron of the amount owed for the damage.

- Special collections may have unique and specific charges depending on the item damaged—examples includes but are not limited to the ice skate collection and the bicycle collection.
- Any special consideration of items damaged is subject to the discretion of the library administration.

Once the library materials have been overdue for 120 days and have not been returned, the patron will be charged for the replacement cost for each overdue item plus any applicable fees or fines. Borrowing privileges will be temporarily withheld until arrangements have been made for the return of the item(s) and payment of the fines.

○ Adopted by the Library Board of Trustees 10/6/2014