

Lost or Damaged/Missing Pieces Policy

Policy Statement

Library patrons are responsible for all materials checked out on their library card. Replacement costs and processing fees are the responsibility of any patron who loses or damages library materials. In the case of children in the age of 18, it is the responsibility of the parent or legal guardian who signed the minor's library card application to pay for lost or damaged materials.

Regulations

1. The library will notify the patron of the replacement cost for a damaged or lost material based upon the prices listed in the record.
 2. A nonrefundable \$5 processing fee will be charged for replaced materials.
 3. Patrons who pay for damaged or lost materials will have overdue fines associated with the material waived.
 4. When a damaged or lost material has been paid for, that item will be removed from the patron's record.
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Revised July 16, 2019, Amended _____