



Lost or Damaged Materials Policy

In most cases, the price listed in the catalog record will be the replacement price charged for the item.

In case of damage: The borrower may keep the damaged item after paying its replacement cost, as iterated above.

In case of missing parts or pieces: If replacement parts or pieces are routinely purchased by the library, at the discretion of the library director or designated staff the borrower may be charged the replacement price of the part or piece as opposed to being charged for replacement of the entire item. A manual bill would be created in this instance and the original bill waived.

Waiving of charges: At the discretion of the library director or designated staff, and based on the type of damage incurred and/or the circumstances surrounding how the item was lost or damaged, replacement costs for lost or damaged items or parts/pieces may be waived.

Refunds will not be issued once a lost or damaged item has been paid for.

Approved by the Library Board

October 29, 2002

Revised August 22, 2006

Revised June 24, 2008

Revised December 4, 2012

Revised January 28, 2020