

VII. LOST AND DAMAGED MATERIALS

A.) A patron shall be responsible for reimbursing the library for materials that are lost or damaged beyond repair that have been checked out on his/her library card. Liability shall include the current retail cost of the item as shown in *Books in Print* or other current pricing media, plus a \$5.00 processing fee for the item and a charge for the container, if it was housed in such. Container charges are outlined in Item F below.

The patron is responsible for all overdue fines incurred from the original date the item was due until either the date on which he paid for it, or the date on which it was reported lost.

B.) Whenever unpaid fines against a borrower's card exceed \$5.00, library borrowing privileges will be suspended.

C.) Replacement charges for lost or damaged inter-library loan materials shall be the current retail price of the item as shown in *Books in Print* or other current pricing media, plus a \$5.00 processing fee for the item and a charge for the container, if it was housed in such.

D.) A full refund for material lost and paid for, with the exception of inter-library loan materials, shall be made if the material is returned together with the receipt for payment within thirty (30) days of payment for the loss, minus the \$5.00 processing fee. After six months an item shall be considered lost and full replacement value will be charged, per the above schedule. (VII. A.)

E.) Damages to books that are still rendered usable shall be assessed in accordance with the following schedule:

Torn pages, crayon marks, etc.	\$ 2.00 to \$10.00 per item
Rebinding	\$ 7.00 to \$12.00 per item

F.) Patrons shall be liable for returning all library materials in their proper packaging. If the item is returned without any of these, charges shall be assessed as follows:

<u>ITEM</u>	<u>CHARGE</u>
Plastic Bags for Kits	\$.75
Audio Cassette Cases	\$.50
Audio Cassette Book Albums (Depending on capacity)	\$ 3.50 - \$ 10.00
Clear Audio Albums	\$ 2.50
Audio Cassette Insert	\$.50 - \$2.00
Audio Cassette Booklet	\$ 2.00 - \$5.00
Compact Disk Cases	
Single	\$ 1.00
Double	\$ 1.50
Compact Disk Insert	\$.50 - \$2.00
Compact Disk Booklet	\$ 2.00 - \$5.00
Playaway Battery Cover	\$ 2.00
Video Cassette Storage Cases	\$ 1.50
Video Cassette Insert	\$.50 - \$2.00
Video Cassette Booklet	\$ 2.00 - \$5.00
Video Game Booklet	\$ 2.00
Video Game Insert	\$ 2.00
Video Game Case	\$ 3.00
DVD Storage Cases	\$ 1.50
DVD Double Storage Cases	\$ 2.00
DVD Inserts	\$.50 - \$2.00
DVD Booklets	\$ 2.00 - \$5.00
Pamphlet Folder	\$ 1.00
Gold ILL Bands	\$.50
Bar Code Label	\$ 1.00

Last revised 2/17/15