



Policy 3023: Lost and Damaged Materials

Adopted: *May 24, 2000*

Reviewed/Revised: *October 28, 2009; January 11, 2012; April 24, 2013; June 24, 2015; April 27, 2016; January 27, 2021*

I. Lost Materials

Lost Library materials must be paid for at Library cost.

Refunds for Lost and Paid materials will be issued if they are returned to the Library within three (3) months from the date of payment. Material must be returned in good condition.

Items that are six (6) months overdue will be deleted from the system. These items must be paid for at Library cost and are not eligible for refund.

II. Damaged Materials

Library materials must be returned in undamaged condition. If an item is returned in damaged condition and cannot be repaired, the Library reserves the right to charge for the item at Library cost.

III. Missing Items

If Library materials are returned with any portion missing or with damaged, the Library will make every attempt to replace the missing pieces or repair the damaged piece(s) before charging the patrons the replacement cost of the piece(s). If the Library is unable to replace or repair the missing or damaged piece(s), the item must be paid for at the full item cost.