



DAMAGE TO LIBRARY MATERIALS POLICY

Adopted 11/08/1989; Revised 08/11/1999; 09/10/2003; 10/09/2019

Library patrons are responsible for materials that are lost or damaged. Damage to library materials is defined as anything beyond normal wear and tear that permanently reduces the visual appeal or usability of an item.

The cost of the item, based on the market rate, is charged for lost or damaged material.

An item that is part of a set may be assessed at the total replacement cost, if full replacement is the only way to return the title to useful service.

If a lost and paid item is recovered, the cost of the item may be refundable.

The library does not accept the replacement of lost items unless the director or his/her librarian designee has agreed to the exchange in advance.

The Library may waive some fees for library patrons who have experienced bankruptcy, theft, fire, hospitalization, or other emergencies. Patrons may be asked to provide supporting documentation and appeals may require administrative review.

Users who repeatedly lose or damage library materials will be denied library privileges. If the dollar value of damage is determined to be more than \$100, the library may refer the matter to the County Sheriff's office.