

REPLACEMENT COSTS FOR LOST OR DAMAGED MATERIALS

Damaged or lost library materials will be charged according to the following schedules (includes processing costs):

Adult and Young Adult Print Materials:

- Hardcover Nonfiction (Regular and Large Print) - \$30.00
- Hardcover Large Print Fiction - \$30.00
- Hardcover Fiction - \$25.00
- Soft Cover Fiction and Nonfiction (trade paperbacks) - \$20.00
- Mass Market Paperbacks - \$9.00
- Cliffs Notes - \$6.00
- Special issues / Play scripts - \$5.00
- Magazines - \$4.50
- Pamphlets - \$2.50

Children's Print Materials:

- Hard or Soft Cover Nonfiction - \$25.00
- Hard or Soft Cover Fiction - \$20.00
- Paperback Series - \$9.00
- Board Books - \$9.00
- Magazines - \$4.50
- Pamphlets - \$2.50

The Following materials will be charged for replacement at the actual retail price plus any additional associated fees (shipping charges, extraordinary processing costs, etc.):

- All adult, young adult and children's non-print materials
- All adult, young adult and children's print materials which are accompanied by a CD, DVD, CD-ROM, or other non-print item.
- All adult, young adult and children's print materials whose actual retail cost is \$40.00 or more.

When a lost or damaged item is paid for any accumulated overdue fines associated with that particular item will be cleared.

Refund Policy

If the item is found within 30 days from the date it was declared lost and paid for, the library will issue a refund. After 30 days, the item has most likely been replaced and a refund is not possible. If the lost item is found after the 30 days, the patron may keep the item or donate it back to the library. If it has not been possible to replace the item because it is out of print, then the item can be returned for a refund given at the discretion of the Library Director.

The following charges may also be assessed for damaged or missing materials:

- Barcode replacement - \$1.00
- Torn or damaged dust jacket - \$2.00
- Music CD, CD-ROM or DVD cover(s)/booklet missing - \$4.00
- Music CD case - \$5.00
- DVD case - \$3.00
- Missing or damaged library labels on any item - \$.50 per label
- Audio Book-on-CD case - \$9.00
- Hanging plastic bags (book + cassette/CD) - \$3.00
- Reprinting Cover sleeve (color) - \$2.00
- Barcodes and/or RFID Tag - \$1.00
- Digital Disc Overlay - \$2.00

Additional damage fees may be assessed on a case-by-case basis.

Revision adopted by the Board of Trustees: March 19, 2008; Sally Ruf, Library Board President
Revised by the Board of Trustees: January 16, 2013; Dale Noll, Library Board President
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