

## REPLACEMENT COSTS FOR LOST OR DAMAGED MATERIALS POLICY

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
- Magazines - \$4.50

### **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

The following materials will be charged for replacement at the retail price at time of purchase.

- 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 or other non-print item.
- All adult, young adult and children's print materials whose actual retail cost is \$40.00 or more.

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 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 + CD) - \$3.00
- Reprinting Cover sleeve (color) - \$2.00
- Barcodes and/or RFID Tag - \$1.00
- Replacement library card - \$1.00
- Disc RFID Tag - \$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

Revised by the Board of Trustees: March 20, 2013; Dale Noll, Library Board President

Revised by the Board of Trustees: February 18, 2015; Laura Muchowski, Library Board President

Revised by the Board of Trustees, May 19, 2021; Laura Muchowski, Library Board President