

Code **LD**

Date Approved **12/12/94**

Date Revised **12/29/98; 7/28/99; 3/26/01; 11/17/03;
7/17/06; 12/18/06**

Policy Name **Damaged Materials**

1. Patrons must pay for loss or damage of borrowed materials that result in replacement, repairs, cleaning or reprocessing.
2. For a completely damaged item, the cost to the patron will be price listed in the item record.
3. At the discretion of the library staff, the replacement cost may be reduced if the lost material can be replaced at a lesser cost.
4. A damaged item for which the patron has paid the replacement cost may be given to the patron after the material has been withdrawn from the collection.
5. When a patron must pay the whole amount for a damaged item, any overdue fines on the item will not be assessed if paid before the account is turned over to a collection agency.
6. The Library reserves the right to charge a processing or handling fee for any item returned damaged.
7. If items are damaged as a result of an act of nature, the librarian has the authority to waive the damage charges.
8. The library may turn unpaid charges for lost or damaged items over to a collection agency.