

## **CIR-4: Lost or Damaged/Missing Pieces Policy**

Adopted: 10/17/2013; Last Revised: 2/15/2018

### **Policy Statement**

Library patrons are responsible for all materials checked out on their library card. Replacement costs and processing fees are the responsibility of any patron who loses or damages library materials. In the case of children under the age of 18, it is the responsibility of the parent or guardian who signed the minor's library card application to pay for lost or damaged items.

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### **Regulations**

1. The library will notify the patron of the replacement cost for a damaged or lost item as well as any associated overdue fines.
2. A nonrefundable processing fee as defined in the *Fines and Fees Policy* will be charged for replaced items.
3. Patrons who pay for damaged or lost materials will have additional unpaid overdue fines associated with the item waived.
4. When a damaged or lost item has been paid for, that item will be removed from the patron's record.
5. The library will not issue refunds for lost items that are subsequently found.
6. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.