

CIR-4: Lost or Damaged/Missing Pieces Policy

Adopted: 10/17/2013; Last Revised: 1/25/2024

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.

Regulations

1. The library will notify the patron of the replacement cost for a damaged or lost item.
2. A nonrefundable processing fee as defined in the Fines and Fees Policy will be charged for replaced items.
3. When a damaged or lost item has been paid for, that item will be removed from the patron's record.
4. The library will not issue refunds for lost items that are subsequently found.
5. A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.