



POLICY NO: 400.7

SUBJECT: Replacement of lost or damaged library materials

1. Because of the increasing price of library materials and because of the cost involved in cataloging and processing materials, library users who have lost or damaged library materials will be asked to pay the current replacement price of such materials, plus a processing fee of \$2.00 per item.
2. The "current replacement price" shall be established by reference to Baker & Taylor, or by an appropriate retail catalog.
3. The library will purchase a replacement item from its own professional sources, due to required special library material processing. The library cannot accept a replacement purchased by the patron.
4. Payments for lost or damaged materials are not refundable.
5. Any materials borrowed from another library which are lost or damaged will be replaced according to the policy of the originating library, and patrons will be charged accordingly.
6. The Director has the discretion to absolve any patron from the responsibility of paying for lost or damaged materials.