

# ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

## LOST OR DAMAGED MATERIALS

1. Materials which have been lost or damaged shall be replaced at the expense of the patron to whom they have been checked-out. These expenses shall include the cost of the materials, plus the cost of processing, shipping & handling.
2. If the value of a lost or damaged item cannot be ascertained, the charges for will be:
  - hardcover book \$25.00,
  - trade paperback book \$15.00,
  - mass media paperback book \$8.00,
  - juvenile hardcover \$15.00,
  - DVD or blue ray \$25.00, and
  - Music CD \$15.00.
3. If lost item has been long overdue, a processing fee of \$5.00 for adult or YA item, and \$3.00 for a juvenile item will be charged in lieu of the maximum overdue fine. If the Lost Item is found within a six [6] month period the amount paid for the item will be refunded with presentation of printed receipt. The processing fee is retained by the library to cover costs of reprocessing.
4. At the discretion of the Library Director, a patron may replace lost items with exact material. A \$5.00 processing fee will be charged.

Approved 2- 25- 2009

Revised 4-23-2014

Revised 9-28-16