

## **Lost or Damaged Materials**

Patrons are responsible for all library materials checked out on their library card number. If an item (excluding magazines, video cassettes, and audio cassettes) is lost, the patron will be required to pay the original cost of the item as determined by the library. In addition, a \$3.00 processing fee will be charged. For lost magazines, the cover price of the magazine will be charged. A flat rate of \$10 will be charged for lost video or audio cassettes.

If the library determines that an item is damaged beyond repair, the patron will be charged as for a lost item.

If CDs or DVDs, etc., are returned with missing cases or supplementary materials, a \$3 charge will be assessed.

**With prior approval from the library** the borrower may elect to provide the library with a replacement copy of any lost or damaged materials (with the exception of magazines). The replacement copy must be new and equivalent to what the library itself would purchase as a replacement. **The patron must contact the library before purchasing a replacement item to ensure that the purchase will be acceptable.** A \$3 fine will be assessed as a processing fee.

Patrons must contact libraries from which lost or damaged have been borrowed and abide by the policies of the loaning library.