

# **M.N. Spear Memorial Library Policy on Lost or Damaged Items**

M.N. Spear Memorial Library patrons are responsible for the materials that they borrow from the library. All materials are expected to be returned in the same condition as when they were borrowed. Failure to comply with Spear Library lending policies results in loss of borrowing privileges.

If a patron loses or damages a borrowed library item the patron is responsible for replacing or paying for the item, according to the following requirements.

**If an item has been lost for six months or more, the replacement price, listed in the item's record, must be paid.**

For items missing for fewer than six months, the following requirements must be met when purchasing replacement items.

## **Books:**

- Patrons may purchase a new, exact copy of the item.
- The same binding and edition must be purchased.
- A used copy that is in excellent condition may be accepted at the library director's discretion.

## **Audio books:**

- Only **new** audio books in their original, unopened packaging will be accepted as replacements for lost or damaged items.
- An \$5.00 fee to cover the cost of the plastic case will be charged for each lost audio book.
- If one CD is lost the library staff may be able to purchase a replacement CD. In this case the patron will be billed for the cost of the replacement CD.

## **DVDs:**

- Only **new** DVDs in their original, unopened packaging will be accepted as replacements for lost or damaged items.
- If a single DVD is lost from a set, the patron is responsible for replacing the entire set.

## **Payments:**

Patrons may also pay the replacement price listed in the item's record.

## **Additional Fees:**

- A \$5.00 fee will be charged for lost audio book cases.
- A \$2.00 fee will be charged for single DVD cases and a \$3.00 fee for cases that hold multiple DVDs.
- A \$2.00 fee will be charged to replace a book jacket.

Approved by the Board of Library Trustees, February 22, 2016