

LOST LIBRARY MATERIALS POLICY

Purpose:

To define the cost of library items.

1. Replacement cost of item is the replacement cost listed in the catalog. If no price is listed, the current or retail price will be charged.

1. Replacement Items for lost or damaged materials may be accepted at the discretion of the Library.
 - a. The item must be new;
 - b. The title, author and ISBN number must be the same as the item being replaced;
 - c. If approved by the Library, mass market paperbacks may be replaced with any mass market paperback;
 - d. Inform the patron that a refund cannot be given if the lost item is found after the Library has accepted a replacement item.
2. When a patron pays for a lost item or damaged item, the patron will be given a receipt.
3. No refunds will be given after an item has been paid for.

Adopted by the Board: May 12, 2003, Amended July 1, 2011, update Board approved July 11, 2022)