



Lost, Damaged, and Overdue Materials Policy

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The Library believes that, as part of the borrowing contract, borrowers are responsible for returning library materials in a timely manner and those items must be in the same condition that they were in when checked out. In addition, the Library sets fines on overdue circulating materials in order to encourage patrons to return items by the set due dates. The types of materials that the Library circulates, along with corresponding check out limits, due dates, and overdue fines for late returns, can be found in the Library's Circulation Policy.

If an item checked out to a patron is reported lost, or if it is not returned within 100 days of the due date, the Library will charge the patron a fee equal to the full retail price of the material. Overdue fines will continue to accrue to the overdue fine cap until the item is returned or the replacement fee is paid. Once the item is paid for, it becomes the property of the patron. The Library is not able to refund a patron if he or she finds the item after paying the lost materials fee. The Library is not able to accept replacement copies of lost materials in lieu of payment.

The Library charges to replace missing parts or to repair or replace damaged library items. Water, food, and dirt can cause mold growth in books. Extreme heat or direct sunlight may harm audiovisual library items. Patrons are responsible for paying replacement charges for any materials that are damaged while checked out on their library account.

Library items that are returned with parts missing will either remain checked out to the borrower until all the parts are returned. If the parts are not returned within 100 days of the due date a replacement fee will be charged to their account. The replacement fee will be waived if all parts are returned before billing, though overdue fees may still apply.

The Library assumes no liability for the use of audiovisual library items, including but not limited to CDs, DVDs, and videos or for the equipment on which these items are played. If an audiovisual item that a patron has borrowed malfunctions or has sustained damage by the previous user, please notify a library staff member so it can be repaired or replaced.

Patrons will be notified of their overdue material by telephone or email. If a patron does not return overdue material within 100 days of the due date, the material will go to lost status and a notification will be sent to inform the patron of lost material by U.S. mail.

The overdue fine will continue to accrue until the fine on each item matches the current cost of that item or the maximum fine limit is reached for an account. All library accounts have a maximum fine cap of \$20.00.

If a patron's unpaid fines and fees exceed \$10.00, the borrower's card will be blocked until all of the fines and fees have been paid. No renewals or new checkouts of items will be permitted. Patrons with materials overdue for more than 100 days will have their cards blocked until the overdue materials are returned.