

### ***2-4.3.2 Damaged or Lost Materials***

A minimum fee of \$5.00 per item will be charged for damaged materials that the library can repair. The charge for items that are lost or damaged beyond repair is the price the library paid for the book plus a \$3.00 per item processing fee. If the actual price paid is unknown, the current retail cost plus the processing fee is charged. When the item that was lost or damaged is no longer available, a standard charge (below) is imposed to replace that item with an appropriate substitute. Exceptions to the standard charge schedule are rare items, signed copies, 1<sup>st</sup> editions, special collection, and books that are out-of-print. In this case, the prevailing market value will be the charge for replacing the material with an appropriate substitute purchased by the library.

The library may agree to accept a copy of the damaged or lost item in lieu of payment provided it is exactly the same (edition, ISBN, binding, etc.). The decision as to whether or not a copy is accepted is left to the discretion of the library director or designee. The processing fee and other charges still apply.

Books will be considered lost 30 days past the due date and the patron will be billed. Refunds will not be given for payment of lost materials. If the item is found, the patron may keep it or donate it back to the library.

The standard charges are as follows:

Adult hardback (fiction and non-fiction)	\$26.00
Adult large print hardback (fiction & non-fiction)	\$26.00
Juvenile Hardback (fiction & non-fiction)	\$20.00
Quality paperbacks	\$25.00
Fiction Paperbacks	\$10.00
Compact disks	\$18.00
Magazine	\$5.00
DVD	\$22.00
Board Book	\$5.00
Juv. And YA paperbacks	\$10.00
Juv. Sound recording with book	\$20.00
Adult audio books	\$70.00

Individual Replacement:(For Audio Books purchased From Books on Tape, Recorded

Books, BBC, and Others that provide replacements)

\$10.00

CDs:

Case replacement:

Hanging bag

\$0.50

CD Jewel Case and DVD Case

\$1.50

CD Case

\$5.00 or actual cost of multi-CD cases

Barcode Replacement

\$1.00

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