

# **ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES**

## **LOST OR DAMAGED MATERIALS**

1. Materials which have been lost or damaged shall be replaced at the expense of the patron to whom they have been checked-out. These expenses shall include the cost of the materials, plus the cost of processing, shipping & handling.
2. If the value of a lost or damaged item cannot be ascertained, the charges for will be:
  - hardcover book \$25.00,
  - trade paperback book \$15.00,
  - mass media paperback book \$8.00,
  - juvenile hardcover \$15.00,
  - DVD or blue ray \$25.00, and
  - Music CD \$15.00.
3. If lost item has been long overdue, a processing fee of \$5.00 for adult or YA item, and \$3.00 for a juvenile item will be charged. The processing fee shall be retained by the library to cover costs of reprocessing.
4. At the discretion of the Library Director, a patron may replace lost items with exact material. A \$5.00 processing fee will be charged.

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