

LOST MATERIALS

Patrons are expected to pay for materials they lose. When an item is reported lost, the patron will be given 30 days to look for it. At the end of the 30-day period, if the item has not been found, it will be considered lost and will be replaced. Payment will be required at that time.

If the patron knows for certain that the item has been lost or destroyed, then payment may be made at the time the loss is reported.

If the patron locates an item after payment has been made or after the item has been reordered, no refund will be made.

The Library will charge the patron the replacement cost of each item. If an item cannot be replaced, either the cover cost or a default cost will be charged.

If the lost material belongs to another library, the patron will be charged all costs billed to us by that library.

Approved: April 14, 2003

Reviewed: December 2019