



Lost and Damaged Materials Policy

- A. If a circulated item has been lost or severely damaged, the patron is charged for the replacement cost of the item. If a single CD or DVD is lost and can be replaced individually, the patron will be charged for the replacement of the single item. However, if the item cannot be replaced without purchasing a new copy, the patron will be charged full replacement cost for the title.
- B. In all cases in which a patron has paid the replacement cost, the item becomes the property of the patron.
- C. If a patron has paid for an item thought to be lost but which later is found in the library, the patron will receive a full refund.
- D. If a patron finds an item that was lost and paid for, the patron may return the item for a full refund.

Amended 11/13/18

Revised 10/26/21