**Memo:**

November 13, 2018

To: Hiawatha Public Library Board of Trustees

From: Jeaneal Weeks, Library Director

Re: Revision of Lost and Damaged Materials Policy

The revised Lost and Damaged Materials policy removes language related to costs assessed to patrons for lost or damaged cases, artwork, barcodes, and RFID tags. The rationale is that replacing these items is the cost of doing business, and patrons should not bear the burden of these minimal costs.