

BRADLEY PUBLIC LIBRARY DISTRICT
PUBLIC USE OF THE LIBRARY POLICY

SECTION 3: CIRCULATION OF MATERIALS

Part 3: Lost and Damaged Items

1. Material that is lost or substantially damaged by a borrower shall be paid for at the current list price. If a current price for an item cannot be determined from standard sources, a determination shall be made by the Director for the reasonable value of the item. All lost or substantially damaged items will incur a \$5.00 processing fee. Fines will not be collected in addition to these charges.
2. The price for all Interlibrary loan material is set by the lending library.
3. Money collected for lost material will not be refunded if material is subsequently found and returned.
4. Damaged items may be given to the borrower when payment in full is made. However, the Library will not hold damaged materials for longer than 30 days from receipt.
5. Material that has been damaged but is able to be returned to circulation will be assessed a fee at the discretion of the Director.
6. Charges for lost or damaged audio visual cases and other misc. pieces will be of sufficient amount to return the item to circulation.

Approved April 20, 2011