

LOST OR DAMAGED LIBRARY MATERIALS POLICY FOR WOODWARD PUBLIC LIBRARY

Missing Item(s):

If materials are not returned to the library within 1 month of the due date, a notice will be provided via phone call, e-mail, or postal mail. The outside book return may be used to return materials for patron convenience. The only exception to this policy is the pictures or wall hangings or library equipment must be returned to the library during open hours.

Lost Item(s):

Patrons having lost items may not check-out additional materials or use the computers until the lost item(s) have all been returned or payment has been received for the missing item(s). Lost item(s) are considered to be those that the patron concedes cannot be located or have been checked-out for more than 2 months. When library materials have been lost, the patron will pay the replacement cost. The director will determine the amount of damage to be assessed in the case of damaged materials. Maximum fine is the replacement cost of the material plus a \$2.00 processing fee and no refund will be given if item(s) are found.

LIBRARY RESPONSIBILITY:

The library will endeavor to maintain all library materials prior to them being available for patron check-out. Once the patron checks out any library materials, the patron then becomes responsible for the well-being of the material until it is returned to the library.

Reviewed January 2, 2013

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