

# **West Hartford Public Library**

## **POLICY MANUAL**

### **Title:       Lost Library Materials**

*Approved by the Library Board, February 23, 2009*

The charge to a library borrower for losing a book or other type of library material that was borrowed from the West Hartford Library will consist of the following:

1.       The cost of the item will be charged to the borrower as it is listed in the library's database. If the cost is not listed in the database, then a cost will be assigned by using the schedule of default charges for different categories of materials developed by the library staff.
2.       In addition to the cost of the item, a processing fee of \$5.00 will be charged for all materials other than paperbacks and magazines, for which the processing fee will be \$2.00. The processing fee will defray the costs involved in reordering and processing library materials for public use.
3.       For multi-part items (e.g. audiobooks on CD or cassette), the borrower will be charged a \$10.00 replacement fee for each missing disc or tape. Replacement fees cannot be refunded if the missing part is subsequently found and returned to the library.
4.       Any fines that have accrued up to the date that the item was reported lost to the library will be charged to the borrower. Fines can accrue up to a maximum amount of \$5.00 or the cost of the item, whichever is lower.
5.       Lost interlibrary loan items will be assessed by the rules in effect for the lending library or agency.