

POLICY ON PAYMENTS FOR LOST LIBRARY MATERIALS

The charge to a library borrower for losing a book or other type of library material that was borrowed from the West Hartford Public 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 data base, 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 library materials other than paperbacks and magazines for which \$2.00 will be charged. The processing charge will defray the handling 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 staff 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.

Adopted by the Library Board March 21, 1995

Revised by the Library Board February 23, 2009