

Lost or Damaged Material

Patrons are expected to notify the library staff when material is lost. This will avoid suspension of privileges while patron and staff check to insure that the material has not been returned.

The patron will be given a period of two months to locate the material and the accumulating fine will cease. After the two month period the replacement value will be assessed.

Patrons returning damaged materials will be responsible for the total replacement cost of the material. The Director may use discretion in diminishing the fee if the item is deemed usable/reparable.