

Policy: 508.1
Subject: Lost and Damaged Material
Reviewed: 06/24/2005, 11/08/2010
Approved: 03/10/1995
Revised: 10/20/1997, 05/16/2000, 07/26/2005, 12/14/2010

- 1) When an individual loses or damages library materials, it is his/her responsibility to make restitution for these items to the Milford Public Library.
- 2) Damaged materials
 - a) Damage may include but is not limited to: water, torn, written on, chewed pages.
 - b) Charges assessed will range from \$1.00 for minor repairs to total replacement cost. Costs assessed for repairs other than those below are on a case-by-case basis.
 - i) Barcode/RFID tag replacement \$2.00
- 3) Lost materials
 - a) Replacement charges will be accepted after bill has been created at 30 days past due.
 - b) Receipts will be issued for all replacement fees charged.
- 4) Replacement cost is based on the cost of the item listed in the Shared System. The list price may also be determined by checking Amazon.com.
- 5) If no list price can be determined, the following default prices will prevail:
 - a) Adult nonfiction or encyclopedia \$30.00
 - b) Adult fiction \$25.00
 - c) Books on Tape \$30.00
 - d) Books on CD \$60.00
 - e) Juvenile nonfiction or encyclopedia \$20.00
 - f) Juvenile fiction, JE, JER \$15.00
 - g) Juvenile Media Kits
 - i) Replacement Bag \$3.00
 - ii) Replacement Cassette Case \$0.50
 - iii) Replacement Set \$15.00
 - iv) Replacement Book \$10.00
 - v) Replacement Cassette \$5.00
 - h) Videocassettes/DVD \$30.00
 - i) Videocassette/DVD case \$3.00
 - j) Information File \$1.00
 - k) Compact Discs \$20.00
 - i) Replacement liner notes \$2.00
 - ii) Replacement jewel case \$2.00
- 6) The Library is not able to accept patron purchased replacements in lieu of replacement charges.