

Lost or Damaged Materials

(Revised 15 May 2017)

When an item is returned damaged, and the extent of the damage is such that in the judgment of the librarian, the item cannot be returned to the shelf for further circulation, the patron is responsible to pay for the original cost. Fluid damage generally results in a patron being charged for the item.

When an item is damaged but, in the judgment of the librarian, may be repaired and returned to the shelf for further circulation, no charges are applied.

When an audio-visual item is damaged through neglect or misuse (such as, but not limited to, melted or crushed) the patron is responsible to pay for the original cost of the item. When damaged through normal wear and tear, there is no charge applied. If a DVD or CD is cracked or broken, there is no charge applied if the library has owned the item for a year or more (this is because small cracks begin at the center through normal wear and eventually they crack across the whole DVD or CD).

Damage to item cases is charged as follows: \$2 for damaged DVD/CD cases, \$5 for damaged audiobook cases, \$5 for damaged Playaway cases, and \$3 for damaged or missing Playaway battery covers.