

# Lost Material Policy



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Library materials are public property. Patrons are responsible for the care and return of items checked out their accounts and will be charged for lost or damaged items. Borrowing privileges and computer use are restricted on accounts with lost items.

## **Lost Items:**

Items that are checked out on a patron account and not returned will be declared lost 45 days after the due date or when declared lost by the patron.

## **Damaged Items:**

Items that are damaged beyond repair and can no longer circulate are considered damaged items. Examples of damage include: offensive odors, water damage, stains, torn pages or covers, scratched or broken media items, missing parts of sets, etc.

## **Lost Parts:**

Lost parts of circulating items (such as books on cd, kits, etc.) prevent the library from loaning the item to other patrons. Sets with missing pieces are not checked in until all parts are returned. If a set has missing parts, circulation staff will notify the patron by telephone, email, and/or postal mail. The item(s) will be held for up to 45 days from the date due to allow for the return or replacement of missing parts.

If the complete set is not returned or replaced in 45 days from the date due, the entire item will be declared lost and charged to the patron's account.

## **Lost Material Replacement Charge:**

Patrons will be charged the replacement cost of the material. The default replacement charge if the price is unknown is \$25 (however adjustments will be made to this price, if appropriate).

## **Lost / Damaged Items Owned by Other Libraries (Interlibrary Loan Material):**

Patrons are charged for lost / damaged interlibrary loan materials as determined by the loaning library. The Walpole Public Library does NOT determine this cost and does not have the authority to waive or reduce these charges.