

# **BAY COUNTY LIBRARY SYSTEM**

## **Lost & Damaged Materials Policy**

### **Bay County Library System Materials**

#### **Lost Materials**

Library materials that are 42 days overdue are assumed to be “lost” by the patron, who is responsible for paying overdue charges and replacement cost (50% of retail cost as found on the circulation database) for the entire item. The acceptance of replacement materials for lost items is up to the discretion of the Managing Librarian or staff. Money paid by patrons for BCLS-owned material that has been lost and then found will not be refunded. For details of debt collection see, Debt Collection & Reimbursement Policy & Procedures.

#### **Damaged Materials**

The extent of damage to Library materials can vary widely. Library staff will determine whether or not an item is damaged to the extent that it cannot be repaired and must be removed from the collection. In such cases, the patron who had the item checked out may be responsible for paying overdue charges and replacement cost (50% of retail cost as found on the circulation database) for the entire item. The acceptance of replacement materials for lost items is up to the discretion of the Managing Librarian or staff.

#### **Materials Returned with Parts Missing**

Materials returned with missing parts are rendered unusable and can no longer be checked out to the public. Library staff will attempt by phone and/or by mail to contact the patron who had the material checked out so that the missing material can be located and returned. If the missing material cannot be found, the patron may be responsible for paying overdue charges and replacement cost (50% of retail cost as found on the circulation database) for the entire item. The acceptance of replacement materials for lost items is up to the discretion of the Managing Librarian or staff.

### **Non-Bay County Library System Materials: Lost, Damaged & Parts Missing**

Items inter-library loaned, or borrowed from other libraries, are subject to the policies of the lending library. This includes the lending library’s assessment of fines for materials returned after the due date, as well as charges for items that are lost, damaged, or returned with parts missing.

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