

WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY

DAMAGED OR LOST MATERIAL POLICY

Library patrons who lose or damage, *intentionally or accidentally*, library material are required to pay repair or replacement costs.

Replacements

In the case of lost or damaged print library material, a library staff member will assess the cost to be incurred. The total cost will be invoiced to the patron, who must pay the amount due and owing to the Walton Library.

Patrons are discouraged from purchasing a replacement item because the Library can acquire materials at a cost savings, which benefits the Library and the patron.

Periodicals

The cover price or back issue price found on the index page of a recent issue of the lost periodical will be considered the replacement price for a current periodical. If the current issue price or back issue price is unavailable, then the annual subscription price listed is divided by the number of issues per year (quarterly, bi-monthly, monthly, weekly...) will be assessed to the item.

The total replacement cost will include a \$10.00 processing fee.

Movies ... DVDs/Blu-Rays

DVDs or Blu-Rays that are lost or damaged must be replaced by the patron.

The Library staff will determine the replacement price for these non-print materials. The total cost will be invoiced to the patron, who must pay the amount due and owing to the Walton Library.

Audiobooks, Non-Print Items

Audiobooks, CDs, Play-Aways, and other non-print items that are lost or damaged must be replaced by the patron.

A library staff member will assess the cost to be incurred. The total cost will be invoiced to the patron, who must pay the amount due and owing to the Walton Library.

Reimbursement of Charges

In the event that library material, which has been reported as lost and for which a replacement charge has been paid, is found and returned to the library in acceptable condition within thirty (30) days from the date of payment, a refund of replacement and any processing charges will be made.