



## Lost, Unreturned, Damaged Items Fines and Overdue Items

### **Lost and Unreturned Items**

1. Borrowers are required to pay for items that are lost, unreturned, or damaged while charged to them. Patrons are required to pay for items they have damaged during in-house use.
2. If a patron does not pay for a lost, unreturned, or damaged item, his/her borrowing privileges will be suspended.
3. If a patron reports the loss of items, he/she may be allowed to continue looking for the item for an additional circulation period. If it is still not returned after the extended period, the patron must pay for item. Payment cannot be returned if the lost item is found later.
4. Costs of the lost/returned materials will be determined by current replacement costs. In lieu of the current replacement cost, a new, exact item may be purchased to replace lost, unreturned, or damaged item. A \$3 processing fee is charged when replacing materials to cover library costs (labels, book covers, etc.).
5. Lost or Damaged ILL (Interlibrary Loan) Straps= Replacement Fee \$2.00
6. Lost or Damaged DVD & Video Game Sleeves (Large & Small) = First incident notes are marked on patron's account. Second incident patron pays Replacement Fee \$2.00

### **Lost or Damaged Accessories**

- Playaway Orange Case = Replacement Fee \$6.00
- Launchpad Orange Case = Replacement Fee \$13.00
- Security Lock = Replacement Fee \$1.00
- Launchpad AC Power Adapter with cord = Replacement Fee \$20.00
- Launchpad USB Cord = Replacement Fee \$10.00
- Launchpad Power Adaptor = \$13.00
- Hotspot USB Cord = \$10.00
- Hotspot Power Adaptor = \$13.00
- Hotspot Protective Case = \$12.00
- Immersive Reality Goggles = \$15.00

Amended 08.08.2023  
Amended 02.03.2021  
Amended 05.07.2019  
Amended 01.14.2019  
Amended 12.06.2018  
Amended 10.05.2018  
Amended 08.18.2016

Amended 05.05.2014  
Amended 04.22.2002  
Amended 03.20.2000



## **Damaged Items**

1. Upon return of damaged materials, the supervisor will determine the extent of the damage, i.e., whether it is suitable to be used by other patrons or needs replacement. If the item is considered damaged, the patron must pay replacement cost or replace the exact item as stated above.

## **Fines and Overdues**

1. Fines and overdue amounts are charged to ensure the prompt return of materials. Library service is free to all if borrowing privileges are not abused. Patrons with overdue materials may not check out any other items until overdue items are returned and fines are paid.

\*Fines on overdue materials are collected only for the days that the library is open.

- Books, magazine, DVDs/Blu-rays, vertical file materials, Audio CD's, Vox Books, Wonderbooks, IR (Immersive Reality) Books, and software: \$.05/day per item (Maximum fine \$1.00 per item)
- Equipment: Headphones, DVD Players, Kodak Slide Projector, Polaroid Sun 660 Camera, 3M Overhead Projector, Dukane Film Strip Projector, Intelliglobe Pen: \$1.00/day per item (Maximum fine \$20.00)
- Electronic Reader (Nook GlowLight), iPads, Calculator, Playaway, Speaker, Launchpad, Geo Safari, Video Games, Views: \$1.00/day per item (Maximum fine \$10.00)
- Laptops: \$10.00 per day (Maximum Fine \$50.00)
- Hotspots: \$2 per day (Maximum Fine \$72.00)
- Digital Resources (eResources) are not subject to fines as they are returned automatically

**\*The library is not responsible for any damage to patrons' personal audio/visual/equipment due to defective, damaged, or faulty materials.**