

## **ANDERSON PUBLIC LIBRARY LOST OR DAMAGED MATERIALS POLICY**

To maintain collections of appealing items in good repair for public use, Anderson Public Library assesses fees for lost or damaged materials.

Customers who lose borrowed library materials are charged the list price of the item and borrowing privileges are suspended in accordance with the Circulation of Materials Policy.

When customers return an item that was lost and paid for, they may receive a refund of the price of the item for up to three months after the date of payment. A receipt with the amount paid and the last date to claim a refund shall be given to the customer at the time payment is made. Refund checks will be issued upon Board approval at the next scheduled Board meeting.

Any materials returned after the three-month period are not eligible for any refunds; the customer may keep these materials.

If materials returned are damaged to the extent they cannot be put back on the shelf, the customer will be charged the full price of the item. The customer may then keep those materials after the fee has been paid in full.

If there is minor damage to an item, the customer may be charged a fee to repair the damage.