

Bucks County Public Library

Circulation Services

LOST OR DAMAGED MATERIALS

Policy Statement

Bucks County public libraries provide materials to meet the needs of library users. Library material is purchased with public and/or private funds; library users are financially responsible for the proper use of library material and safe return of material borrowed on their library cards. Bucks County public libraries charge fees for lost and damaged material to offset the cost of replacing lost and damaged materials.

Regulations

Once an item has been kept 28 days after the due date, the item will be assumed to be lost and the user will be responsible for the cost of the item.

Users will be charged for the cost of library material that is returned damaged to the point where the item must be withdrawn from the collection. Reasons for withdrawal include but are not limited to:

- Writing or coloring
- Missing pages
- Item has pages that have been torn or item has been chewed
- Item shows evidence of water damage, mildew or infestation
- Tapes or discs are broken or warped or no longer playable

The library is the sole determinant of the condition of a damaged item.

If a lost or damaged item is one piece of a set, the user is responsible for the full price of the set if the library is unable to purchase the lost or damaged piece.

Fees are assessed for each item lost or damaged according to the price listed in the computer record for the item.

If an item is overdue when it is reported lost or determined to be damaged, fines are waived when the item is paid for.

Library users can pay for lost or damaged items with cash, a money order, or a personal or cashier's check. Some libraries accept credit and debit cards. Photo ID will be required with personal checks or credit or debit card payments above \$50. A receipt will be issued when payment is received.

The head of Circulation or designated staff in a library may waive or reduce fees if extenuating circumstances so warrant.

If a user finds a previously paid for lost item and returns it within 6 months of the date on the receipt, the library will issue a refund for the amount paid less the fine.

If a user finds a previously paid for lost item after 6 months of the date on the receipt, no refund will be issued.

Damaged items that are paid for become the property of the library user.

Adopted by the Board of Directors January 20, 2009