

Damaged / Lost Material Recovery Charges

| LOSS OR DAMAGE – COMPLETE ITEM | |
|---|------------------------------------|
| MATERIAL | COST |
| Most Items | Cost of item* + \$2 Processing fee |
| Juvenile Media Kit Book(Hardcover) | \$15 |
| Juvenile Media Kit Book(Paperback) | \$8 |
| Audio Book individual CD | \$10 |
| Library Card | \$1** |
| <p>*Cost of item can be either the cost listed in the item record, or the Amazon price for a new material. This is subject to Librarian or Head of Circ approval. The \$2 processing fee will still be assessed.</p> <p>**Fee to replace Library Card will be waived if any part of the original Library Card is returned to the clerk at the Circulation Desk.</p> | |

| LOST / DAMAGED CONTAINERS | |
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| CONTAINER | COST |
| Audio Book Case | \$10 |
| DVD Returned with damaged case(Art intact) | \$3 |
| DVD Returned with damaged insert (Case intact) | \$5 |
| DVD Returned without case | \$8 |
| CD Returned with broken case (Art intact) | \$3 |
| CD Returned with missing art (Case intact) | \$5 |
| CD Returned without case | \$8 |
| Friends Bag | \$15 |

| DAMAGED ITEMS |
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| <p>We only charge for damage that is beyond normal wear and tear. Minor damage must be approved by the Librarian or the Head of Circulation. Patrons must be notified as soon as possible to the damage charge that has been put on their record.</p> |

| ITEMS LOST AND RETURNED |
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| <p>If a patron returns an item that was listed LOST and paid for within 30 days of the payment, with the receipt, the patron may receive a refund of the cost of the item minus any overdue fees assessed. The \$2 processing fee is non-refundable.</p> |