



L.E. Phillips Memorial
Public Library

Number: 1
Category: Circulation and Collection
Development Management

Policy Title: CHARGES TO CUSTOMERS FOR LOST OR
DAMAGED ITEMS
Date adopted: 10/21/82
Date amended: 06/16/83; 09/13/84; 09/16/88; 02/17/89; 08/18/89; 03/19/93;
08/18/11; 09/20/12; 03/21/13
Date last reviewed: 03/21/13

Customers will be charged for lost or damaged items as described below:

1. The purchase price listed on the automated circulation system database.
2. If no purchase price is listed on the database, customers will be charged the list price recorded in Baker & Taylor's Title Source.
3. If no purchase price is recorded in the places listed above, customers will be charged according to the standard list below. Recommended changes are approved by the Library Board. Refunds for lost item or missing parts payments, minus any accrued fines, will be issued if the lost item is returned within 30 days of the payment. Items found in the library shall be refunded at any time.
4. All replacement items will be purchased by L.E. Phillips Memorial Public Library. Due to the nature and costs of processing, the library will not accept outside replacements. Exceptions may be permitted by authorized Collection Development selectors.
5. In instances of theft or damage of library materials, the Library Board retains the right to charge customers for staff time spent investigating and resolving the case. Any charges related to recoupment of staff time will be in addition to the standard list of charges for materials below.

PRINT MATERIALS

Adult Materials

Hardcover non-fiction	\$ 29.00
Hardcover fiction	\$ 22.00
Softcover non-fiction	\$ 18.00
Paperbacks	\$ 8.00
Magazines	\$ 5.00
Pamphlets	\$ 1.00

Juvenile Materials

Hardcover fiction & non-fiction	\$15.00
Paperback	\$ 7.00
Magazines	\$ 5.00
Big Books	\$20.00

AUDIOVISUAL MATERIALS

Art Reproductions	\$130.00
Books on Cassette	\$8.00 per cassette (if individual replacement cassettes are available)
Books on Cassette	\$40.00 (if individual replacement cassettes are <u>not</u> available or if the replacement title is now only available on CD)
Books on CD	\$8.00 per CD (if individual replacement CDs are available)
Books on CD	\$60.00 (if individual replacement CDs are <u>not</u> available)
Compact disc	\$18.00 per disc
Canvas art bag	\$25.00 per bag
Cassette book kit	\$ 18.00
CD book kit	\$ 20.00
Video game software	\$ 40.00
Census Microfilm	\$ 20.00
DVD	\$ 25.00 per disc
Map	\$ 10.00
Videocassette	\$20.00 per video

iPad \$940.00

MISSING PARTS

1. Containers and cases with cataloging information: \$5.00
2. Any material contained with the item and deemed important enough by Technical Services to note either on the item itself or in the item's catalog record: \$5.00
3. Individual iPad accessory cost charges are per list in item record.