

SPRINGDALE PUBLIC LIBRARY
Policies and Procedures

REPLACEMENT OF MATERIALS

Affects: All Functions	Effective Date:	Review Date: Apr. 10, 2002	Number
Signature: Name: Title: Board President			

A. Purpose

The purpose of this policy is to establish the requirements for payment of lost or damaged materials.

B. Policy

If any library item is lost, stolen, destroyed, mutilated, or not returned, the patron will be billed for the current replacement cost of the item.

If the item is out-of-print, a price will be determined by the selection of a similar item to be added to the collection. If any library material is damaged but can be repaired, the patron may be charged for the repairs. The patron may be charged a processing fee.

If any Springdale Public Library material is damaged beyond repair, the patron may keep the material after paying for the cost of the material at the discretion of the Library Director.

C. Applicability

Responsibility

Responsibility is with the Library Director.

D. Appendices