

Section of Manual Gravenhurst Public Library	Effective Date Revised May 16, 2007
Subject Lost and Damaged Materials	Policy No. 44

POLICY

Patrons are responsible for maintaining the condition of the materials on loan to them and for repair or replacement costs in the event of damage or loss.

PURPOSE

To ensure that the quality and quantity of materials are maintained for loan to all patrons.

PROCEDURE

- Repair or replacement charges are assessed by the Chief Librarian (plus a \$6.00 processing charge).
- Patrons will be responsible for replacement cost plus \$6.00 processing fee on materials overdue for six (6) months or more.
- An item shall be declared lost after being overdue for six (6) months.
- If a lost item is returned within sixty (60) days, the replacement charge will be refunded less a \$6.00 processing charge.
- A charge of \$3.00 will be made for the replacement of lost Library cards.