



Lost and Damaged Materials Replacement

Revised April 2023.

Adopted by the Calloway County Public Library Board of Trustees this 14 day of January 2015.

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost is the responsibility of any patron having lost or damaged library material on their account. In the case of children under the age of 18, responsibility lies with the parent, guardian, or responsible party listed on the child's account.

The replacement cost of any item that is lost or damaged is the retail price of the item, plus a \$10.00 processing fee and applicable taxes.

CCPL assesses charges for the entire item, not for part of an item (e.g., ten damaged pages in a book or one disc of a two-disc set).

Materials borrowed through Interlibrary Loan that are lost or damaged are charged to the patron according to the bill provided by the lending agency.

Damaged Materials

- Library materials are considered damaged when the item is in such poor condition that it cannot be returned to the shelf.
- Damage that is obviously the result of misuse or neglect will be charged to the patron. Examples include but are not limited to evidence of chewing, evidence that liquids or food have been spilled on the item, an item that is damp, an item that has been defaced, and items with pages cut or torn out, etc. For audio/visual materials, examples include an item that has melted or been severely scratched.
- The patron may pay with cash or check. When paying with check, the patron must have a current photo ID.
- CCPL does not issue a refund if the lost or missing item is found after the fee has been paid. The patron may keep the item.