



Policy on Lost and Damaged Items

The Librarian from whose collection the damaged/lost item comes will determine cost, if any, using the information below.

Patrons may not purchase replacement copies themselves.

DAMAGED BOOKS:

Fees on damaged books are determined case-by-case depending on the book's age, size, and severity of damage.

Books with minor damage (can be returned to circulation):

- Less than 10 years old: \$3-\$5 per book
- More than 10 years old: fee is lower and at librarian's discretion

Books with major damage (cannot be returned to circulation and considered a loss):

- Less than 10 years old: Retail price.
- More than 10 years old: fee is lower and at librarian's discretion.

LOST BOOKS:

- The Librarian will purchase the replacement to ensure the same edition is acquired, using the current retail list price to determine replacement cost.
- If the Librarian decides not to replace the lost book with a new copy, the patron will still be charged a replacement fee (using the lost book's current retail price) allowing the Librarian to order an equivalent book.

DAMAGED/LOST MEDIA:

Please refer to our separate "Loan Period and Fee Schedule" on our Library Policies webpage online:

<https://gateslibrary.org/policies/>.

Approved and Adopted: April 19, 2023

Revised: December 20, 2023.