

# Berne Public Library

## Lost/Damaged Items Policy

1. When an item is 28 days (4 weeks) overdue, it will be presumed **lost**. The cost of a **lost** item is determined by the cost on the item record. If the record does not have the cost on the record, the cost will be determined by the format:
  - Hardback book: \$15.00 damage assessment: \$4.00
  - Trade Paperback book: \$10.00 damage assessment: \$2.00
  - Mass Market pb book: \$5.00 damage assessment: \$1.00
  - Children's pb book: \$5.00 damage assessment: \$1.00
  - Periodical/Magazine: \$3.00 damage assessment: \$0.60
  - DVD: \$12.00 per disc damage assessment: \$2.40
  - VHS: \$3.00 damage assessment: \$0.60
  - Music CD \$5.00 per disc damage assessment: \$1.00
  - Audiobook \$5.00 per disc damage assessment: \$2.00
  - Cake pan \$1.00 damage assessment: \$0.20
  - Puzzle \$1.00 damage assessment: \$0.20
  - Puppet \$3.00 damage assessment: \$0.60
  - Kit \$10.00 damage assessment: \$2.00
2. There will be a \$5.00 processing fee (barcode charge of \$2.00 included in processing fee) in addition to the cost of the **lost** item.
3. A receipt will be written in the circulation desk receipt book. Upon request a receipt will be given to the patron for the cost of the **lost** item.
4. **Damage** to library materials will be determined by the library staff as to be REPAIRABLE or UNUSABLE for library circulation. **Damage**, defined as water or liquid, food, fire, ink, crayon, magic marker, grease, dirt or mud, etc. is usually UNUSABLE. Books having torn pages or covers; CDs having scratches or sticky fingerprints; and cases which are broken might be REPAIRABLE or UNUSABLE.
5. Items determined to be REPAIRABLE will be assessed at 20% of the cost of the **damaged** item as determined by the format.
6. Destruction of the Barcode on a **damaged** item will result in a \$2.00 processing fee.
7. **Damaged** items determined to be UNUSABLE for library circulation will be assessed the cost of the item, plus a \$5.00 processing fee.
8. Normal wear and tear of items is an accepted fact. The library staff will take into consideration the age of an item when determining **damage**. The type of **damage** we are referring to results with improper handling or accidents to items while in the possession of the patron.
9. Questions concerning the **Lost/Damaged** items Policy should be referred to the Library Director.

Adopted 04/19/2022