

300-05 — Lost or Damaged Library Materials

Statement of Purpose

The Director shall be responsible for creating regulations regarding loss of library materials and damage to library materials and property.

In case of lost or seriously damaged library material, full replacement costs will be charged, plus a \$5.00 non-refundable processing fee, which must be paid within thirty days. If payment is not made within that time period, the account may be placed with a collection agency. Library material forty-two (42) days overdue will be considered “lost” and the patron shall be billed under these same terms.

Replacement cost for materials shall be the original purchase cost as entered in the Monroe County Library System’s bibliographic database. If the price has not been entered in the database, the price listed in the current Books in Print or the default price by media code in the MCLS database is used. The replacement cost of generic items is the default price in the database.

If the material is later found within six months of the date that the patron paid for the item, the patron may be issued a partial refund of the monies paid. To receive a refund, the patron must produce the receipt issued at the time of payment. If there is no receipt, the staff member will check the patron’s Fine History on the CARL System to make sure the item was paid for. The payment must have been made at FPL. The \$5.00 non-refundable processing fee is not returned. If the maximum fine is more than the amount to be refunded, the patron will not be charged any additional amount. A “Cash Receipt” is filled out with all the information (amount and reason), signed by the patron, stapled to the receipt tape printed out by the register, and placed in the register’s cash drawer. The refund is also entered into CARL.

The Director shall have the authority to establish administrative charges for lost or damaged supply items, such as, but not limited to, library cards, barcodes, book pockets, and audio-visual containers.

If library property is damaged, the library shall bill the patron for full replacement and labor costs. Library staff members are requested to complete an “Incident Report Form” and obtain the names of the parties involved in such accidental or deliberate damage.

Adopted: February 10, 1993

Reviewed: September 2020

Revised: January 12, 2021