

AM 100 Borrowing

AM 110 Delinquent/Lost/Damaged Materials

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00; 6/08, 8/14; 9/16

Policy

The Delinquent/Lost/Damaged Materials Policy ensures that the Metropolitan Library System encourages borrowers to return materials promptly and helps cover the cost of replacing lost or damaged materials by charging fees.

Regulations

1. Delinquent Borrowers

- a. Borrowers will be charged \$0.10 per day to a maximum of \$3.00 for overdue materials.
- b. Borrowers will be charged \$5.00 per hour to a maximum of \$60.00 for electronic devices.
- c. Those who fail to pay the fee of lost/damaged item(s) as defined below, or fines that total \$25.00 or more will lose borrowing privileges. A block will be placed on the delinquent borrower's library card account and a new library card account will not be issued to that person.
- d. An account will be blocked from borrowing on the 3rd occurrence in a 12 month period of claiming s/he did not borrow materials on account.
- e. After reasonable notification, the library system may also take legal steps to collect fines and retrieve materials not returned and to file felony or misdemeanor complaints.
- f. The block will be removed or a new library card account issued when the delinquent borrower pays the fines and/or costs of materials plus penalties resulting from the delinquency.

2. Lost or Damaged Materials

- a. Once an item is 60 days overdue, the item is considered lost. The borrower who loses or does not return an item must pay the cost of replacing it as determined by the library system.
- b. The borrower who damages an item must pay the cost of replacing or rebinding it as determined by the library system.
- c. If the borrower finds and returns a lost item within six months, the library system will refund the replacement cost, minus any fines. No refunds will be made after six months.
- d. The following fees will be charged for lost or damaged materials:
 - book or magazine, electronic devices - list price at time of purchase

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- audiovisual materials - replacement cost if lost or damaged due to carelessness or neglect
- audiovisual materials, one part of a set - \$7.00 per part if lost or damaged due to carelessness or neglect
- audiovisual materials, liner notes or guide – no charge