

Lost or Damaged/Missing Pieces Policy

Policy Statement

Library customers are responsible for all materials checked out on their library card. Replacement costs and processing fees are the responsibility of any customer who loses or damages library materials. In the case of children under the age of 18, it is the responsibility of the parent or guardian who signed the minor's library card application to pay for lost or damaged items.

Regulations

1. A nonrefundable \$5 processing fee will be charged for replaced items.
 2. Customers who pay for damaged or lost materials will have overdue fines associated with the item waived.
 3. When a damaged or lost item has been paid for, that item will be removed from the customer's record.
 4. The library will not issue refunds for lost items that have been paid for that are subsequently found after three (3) months.
 5. Fees for lost items of other libraries are established by that library.
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Approved: May 21, 2019

Montclair Public Library Board of Trustees