

## LOST AND DAMAGED ITEMS<sup>1</sup>

***At the Hussey-Mayfield Library, the following policies exist:***

Customers who lose or damage Library materials will be responsible for the retail replacement cost of each item as well as a set fee per item to cover the time and materials necessary to restore the item to the Library collection.

If a part of a set of items has been lost or damaged by a customer and the lost part cannot be replaced without replacing the entire set, the replacement cost for the entire set will be charged to the customer.

If an exact duplicate of a lost or damaged item, excluding audio books, is given to the Library by the customer who lost or damaged it, a fee to cover the time and materials spent above the item cost will be charged.

If a lost or damaged item is out of print, the customer will be charged a default price, which is based on the current average retail cost for the type of item, e.g. book.

If a customer loses or damages accompanying materials associated with a Library item, a set fee to replace the item will be assessed.

***Other Evergreen Indiana member libraries may have different policies*** and Hussey-Mayfield Library customers must abide by the policies used by these other libraries if they lose or damage library materials owned by other libraries.

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<sup>1</sup> Current information about pre-determined fees may be found at the Circulation Desks at the Library and on the Library's website.