

LOST AND DAMAGED ITEMS¹

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

Patrons who lose or damage Library materials will be responsible for the retail replacement cost of each item and may also be charged 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 patron and the lost part cannot be replaced without replacing the entire set, the replacement cost for the entire set will be charged to the patron.

The Library may accept a replacement of a lost or damaged item, excluding audio books, in lieu of a replacement fee. Acceptable replacements include exact duplicates, items with the same binding and ISBN for print, or items with the same format and UPC for non-print, or alternate replacements designated by the Collection Development Librarian.

The Collection Development Librarian must approve all replacement items in order for the fee to be waived. If there is a question whether or not a replacement item is acceptable, please contact the Collection Development Librarian for prior approval of a replacement item.

If a replacement item is given to the Library by the patron who lost or damaged it, a fee to cover the time and materials spent above the item cost to restore the item to the Library's collection may be charged.

Copies of items that were formerly a part of other libraries' collections cannot be accepted as replacements for lost or damaged items in the HMMPL collection.

If a lost or damaged item is out of print, the patron 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 patron 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 patrons must abide by the policies used by these other libraries if they lose or damage library materials owned by other libraries.

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