FINES FOR LOST OR DAMAGED MATERIALS

The library staff should search the catalog for the price of the item. This will state the replacement cost, which is to be paid by the patron.

If price of the material is not in the record, then the following should be paid.

**BOOKS**

**Adult**
- Non-Fiction (hardcover) $27.50
- Fiction (hardcover) 25.00
- Paperback (non-fiction) 15.00
- Paperback (fiction) 7.00

**Juvenile**
- Non-Fiction (hardcover) $20.00
- Fiction (hardcover) 18.00
- Paperback (Non-fiction) 6.00
- Paperback (fiction) 6.00
- Picture book (hardcover) 17.50
- Picture book (paperback) 6.00

**Magazines (lost)**
Issue price (check previous issue)

**Damaged book to be rebound**
$7.00 (bindery fee)

**Slightly damaged materials**
(not removed from collection)
$2.00

**Audio tape/book kits**
- Tape 6.00
- CD 7.00
- Paperback 6.00
Videos (lost) $20.00

Audio Book in any format $80.00
  Books on Tape $6 per tape
  Books on CD $7 per CD
  Play-View $100

Compact Disc ($ on computer) or $15.00
Encyclopedia Volumes $30.00 per volume

Patrons may replace items they have lost or damaged with an exact duplicate (format and title) in lieu of payment for material. Replacement must be new. Audio Books may not be replaced.

CLAIMS RETURNED

Patrons may make a “claims returned” statement when they feel confident they returned library materials but the materials cannot be found on the library shelves. A patron may “claims returned” a maximum of 5 items.

Filing a ‘Claims returned” request will waive all overdue fines or bills owed for these items; the exception is that if the patron files this claim after being sent to collections, the patron will still be responsible for that service charge.

Both the patron and library staff should diligently search the respective premises prior to the claim being entered into the patron’s record. If, after the claim has been recorded on the patron’s record, the library finds the materials, the claims returned details are removed from the patron’s record; however the number of items claimed remains.