



Policies and Procedures
Policy 0022

Table with 2 columns and 3 rows. Row 1: LONG OVERDUE, LOST, or DAMAGED LIBRARY MATERIALS - CHARGES & REFUNDS. Row 2: Date of Origin: March 20, 2003 – originally named "Overdue Materials" | Approved By: Library Director & Library Board. Row 3: Date(s) of Revision: May 19, 2011, February 7, 2018 with name change | Date(s) of Review:

The Stevens County Rural Library District uses taxpayer funds to purchase materials that it circulates without charge to eligible patrons. The District expects the return of all borrowed library materials, or payment for the value of all damaged or lost materials.

No library materials shall be borrowed by, or renewed for, any library patron with charges exceeding \$6.00. Additional library privileges, including public computer usage, may be revoked due to unpaid charges. Unpaid charges for damaged or lost materials will remain on a patron's account until cleared.

OVERDUE materials will not be assessed a charge if the materials are returned undamaged to the library.

LONG OVERDUE or LOST MATERIALS will accrue charges on a patron's account. Materials returned to the library undamaged will have any assessed charges waived by staff.

DAMAGED MATERIALS are defined as materials that must be removed from the library's collection due to damage caused to the materials while on loan to a patron. Library staff will determine if the materials are damaged to an extent that they can no longer be circulated. Damaged materials may accrue charges on a patron's account.

CHARGES for materials are calculated as the original cost, paid by the Library District, for the purchase of those materials. However, the District recognizes that as library materials age, they lose some of their original value. Therefore, staff will determine current value of a given item.

Library staff members also have the option of waiving or reducing any charges if they determine that extenuating circumstances so warrant. Library managers and the Director review all charges each month and will investigate irregular practices.

PAYMENT IN-KIND is not accepted for lost or damaged items. Library patrons may not work in the library in lieu of payment.

REFUNDS: If a library patron has paid the replacement costs of lost materials, and later returns the materials in good condition, the amount paid shall be refunded by check, issued by the Library Administrative office, under the following conditions:

- Patrons requesting refunds shall present the lost materials in question and a valid receipt for payment, within six months of the date the materials were posted as lost to the patron's account.
Any additional outstanding library charges accrued on the patron's account will be subtracted from the refund.