

Material Damage | Replacement Policy

A Patron's application for a library card indicates the acknowledgement of financial responsibility for any damaged or lost materials. Borrowers are responsible for returning all Friench Simpson Memorial Library materials by or before their due dates.

Assessing Damage

If borrowers return library materials in such condition that the library decides to replace them, then they will be billed for the cost of replacing the materials, plus the cost of processing the replacement copy. These fees are in addition to any fines that may have accumulated. In the case of minors, parents or guardians are responsible for returning library materials in reasonable condition and for paying any fees or fines incurred.

The library reserves the right to assess and declare the condition of all returned library materials. Library staff will assess damage to materials. Damage fees may vary, depending on the extent of damage, up to full replacement cost of the item. Highlighting, pen marks, crayon marks and liquid stains are examples of damage to library materials.

Lost Materials

Library materials will be declared lost by circulation staff members based on the specific materials' loan periods, or if the patron declares the library material lost before that time. All lost materials must be returned and all outstanding fines related to that item must be paid before additional materials can be checked out.

The library sends out damaged, lost book, and overdue notices via U.S. mail. All patrons are responsible for informing the library of address, phone, and email changes.

Replacement Costs

Determining a fair and adequate replacement cost for library materials is at the discretion of the Director or Assistant Director and will be based on the average cost listed on Ingram iPage. There will be consultation with a librarian on staff as needed regarding replacement costs. (See schedule of charges)

A \$4.00 processing fee is assessed for each item that is billed for replacement.

A borrower may elect to purchase a replacement copy themselves. The item must be identical to the original copy in edition and format, and have the same ISBN number or other standard identifying number as determined by a library staff member. A replacement copy must be in new condition. A librarian will examine the purchased copy and determine its quality. The processing fee will be waived if the borrower replaces the material, but the fines will still be assessed.

Patrons with an outstanding bill of \$6.00 or more will temporarily forfeit all library borrowing privileges until the fees have been paid. Patrons with an outstanding fine of \$3.00 or more will temporarily forfeit all public access computer privileges until the fees have been paid.

**See complete schedule of replacement charges on reverse.*

Schedule of Charges *This is a guide and subject to change

Books | Print Publications

Hardback & Soft cover	\$15.00 + \$4.00 processing fee (\$19.00)
Mass-market paperback	\$5.00 + \$4.00 processing fee (\$9.00)
Magazines	\$2.00 + \$4.00 processing fee (\$6.00)
Magazine bags	\$6.00 + \$4.00 processing fee (\$10.00)

Audio | Visual Materials

DVD only	\$10.00 + \$4.00 processing fee (\$14.00)
DVD case	\$3.00 + \$4.00 processing fee (\$7.00)
Complete DVD loss	\$14.00 + \$3.00 (\$17.00)
Audio Book	\$20.00 + \$4.00 processing fee (\$24.00) <i>if one CD is lost/damaged the charge will be for full replacement</i>
Audio case	\$5.00 + \$4.00 processing fee (\$9.00)
Complete Audio Book loss	\$24.00 + \$5.00 (\$29.00)
Playaway	MSRP <i>as reported by Ingram iPage and stated in material's MARC</i> + \$4.00 processing fee
Playaway case	\$6.00 + \$4.00 processing fee (\$10.00)
Playaway battery	\$1.00
Playaway battery cover	\$2.00
Playaway lanyard	\$4.00
Complete Playaway loss	MSRP (Prices vary per Playaway) + \$17.00

Approved by: _____ Date: _____

Chairperson of Advisory Board, French Simpson Memorial Library

Approved by: _____ Date: _____

Mayor, City of Hallettsville