300-05 — Lost or Damaged Library Materials

Statement of Purpose

The Director shall be responsible for creating regulations regarding loss of library materials and damage to library materials and property.

Library materials that are forty-two (42) days overdue will be considered "lost" and the patron shall be billed. In case of lost or seriously damaged library materials, full replacement costs will be charged, which must be paid within thirty days. If payment is not made within that time period, the account may be sent to a collection agency.

Replacement cost for library materials shall be the original purchase cost as entered in the Monroe County Library System (MCLS) bibliographic database. If the price has not been entered in the database, the default price by media code in the MCLS database is used. The replacement cost of generic library materials is the default price in the database.

If the item is found within six months of the date that the patron paid for the item, the Library may issue a partial refund of the monies paid, minus any overdue fines. To receive a refund, the patron must produce the receipt issued at the time of payment. If there is no receipt, the staff member will check the patron's Fine History on the CARL System to make sure the item was paid for. The payment must have been made at the Fairport Public Library. If the maximum overdue fine is more than the amount to be refunded, the patron will not be charged any additional amount. A "Cash Receipt" is filled out with all the information (amount and reason), signed by the patron, stapled to the receipt tape printed out by the register, and placed in the register's cash drawer. If a refund is placed back on the original credit card with which the initial payment was made, the refund receipt from the credit card terminal is placed in the cash register drawer as record of refund. The refund will also be entered into CARL.

The Director shall have the authority to establish administrative charges for lost or damaged supply items, such as, but not limited to, library cards, barcodes, book pockets, and audio-visual containers.

If library property is damaged, the Library shall bill the patron for full replacement and labor costs. Library staff members are requested to complete an "Incident Report Form" and obtain the names of the parties involved in such accidental or deliberate damage.

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