

## **POLICY FOR THE RETURN OF LIBRARY MATERIALS**

Patrons are responsible for returning all borrowed library materials on time, and in clean and undamaged condition. Unless otherwise noted, all materials may be returned directly to the library or to any off-site library bookdrop.

Materials that are in unsanitary condition, insect infested, or with major damage cannot be circulated again. These items must be deleted from the collection and destroyed. If library materials are returned in these damaged conditions, patrons will be charged for the items' replacement cost, and a letter will be sent informing them of the charge. A block will also be placed on the patron's card explaining the charges. Patrons will not be allowed to check out further materials until the charges are paid in full or payment arrangements are made. Repeated occurrences of damage to library materials may result in a patron's loss of library privileges.

Materials that are returned with minor damage may be returned to the collection after repair. Patrons will be charged for repairs, and a letter will be sent to them informing them of the charges. A block will be placed on the patron's card explaining the charges.

- (a) A fee of \$5.00 will be charged for missing audio/visual cases or those that are returned in an unsanitary condition, insect infested, or damaged and for books returned with minor damage.
- (b) A replacement fee of \$1.00 will be charged for missing barcodes, RFID tags, and call number labels.
- (c) A fee of \$5.00 will be charged for missing inserts. Inserts may be defined as maps, DVDs, compact discs, instruction booklets, lyric sheets, chapter lists, CD ROMs, patterns, Interlibrary Loan inserts, etc.

If library materials are damaged or destroyed as the result of a catastrophic event, e.g., house fire or flood, the library has the option of waiving all charges for the repair or replacement of those materials. All waiver decisions are made at the sole discretion of the library administration and may require verification of the catastrophic event. Patrons experiencing such catastrophic events who have the benefit of insurance are encouraged to reimburse the library for all repair and replacement costs if such costs are included in any insurance policy proceeds.

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Quincy Public Library Board of Trustees  
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