

Damaged / Lost Material Recovery Charges

LOSS OR DAMAGE – COMPLETE ITEM	
MATERIAL	COST
Most Items	Cost of item* + \$2 Processing fee
Juvenile Media Kit Book(Hardcover)	\$15
Juvenile Media Kit Book(Paperback)	\$8
Audio Book individual CD	\$10
Library Card	\$1
CIDL Hotspot and Case	\$115
*Cost of item can be either the cost listed in the item record, or the Amazon price for a new material. This is subject to Librarian or Head of Circ approval. The \$2 processing fee will still be assessed.	

LOST / DAMAGED CONTAINERS	
CONTAINER	COST
Audio Book Case	\$10
DVD Returned with damaged case(Art intact)	\$3
DVD Returned with damaged insert (Case intact)	\$5
DVD Returned without case	\$8
CD Returned with broken case (Art intact)	\$3
CD Returned with missing art (Case intact)	\$5
CD Returned without case	\$8
Friends Bag	\$15
Maker Kit Case	\$10
CIDL Hotspot Case	\$30
CIDL Hotspot Case returned without Hotspot	\$85

DAMAGED ITEMS
We only charge for damage that is beyond normal wear and tear. Minor damage must be approved by the Librarian or the Head of Circulation. Items that are still readable/watchable, etc. will not be charged a replacement fee by the Head of Circ unless the patron has a history of damaging items. Patrons must be notified as soon as possible to the damage charge that has been put on their record.

ITEMS LOST AND RETURNED
If a patron has paid for a lost item and then finds it, they may receive a refund for the cost of a lost item minus any overdue fees assessed, within the first 30 days of the payment. Patron needs to bring the item(s) to the Circ. Desk with their library card or I.D. Circ. will check the "Transaction Summary" in Polaris to locate the paid date and issue a refund as long as it is within the 30 days. The Patron may also provide a receipt but it is not required. \$2 processing fee is non-refundable.

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