

LOST OR DAMAGED MATERIALS

1. Charges for materials that are lost or damaged beyond use will equal the replacement price of the item, plus a \$5.00 processing fee per item, as well as any overdue fines and will be assessed to the patron to whom the item was checked out. (Inter-library loan materials subject to lending library's policy/fees)
2. A patron may replace a lost or damaged item with an exact copy of equal value and format upon approval by Library Director, but will still be responsible for overdue fines and \$5.00 processing fee.
3. When materials are paid for, the patron will be given a receipt upon request.
4. Replacement charges are not refundable after 30 days.

LOST ITEMS

If library items become overdue, the librarian will call and write periodically until the items are returned. Failure to receive a notice does not alter the borrower's responsibility for an item. If items still are not returned after a period of three months, the librarian will turn the matter over to the Thorp Police Department as the patron will be considered in violation of Wisconsin State Statute 943.61, Theft of Library Material. The Thorp Police will then contact or notify the patron with at least two letters.

If lost item(s) are valued at \$100 or more, or an amount determined appropriate by the library director and/or library board, a criminal citation will be issued in order to recover lost item(s) or their monetary value.

Approved by the Thorp Public Library Board
Dated: Sept. 2, 2009