

Geauga County Public Library
Operating Policy Manual

SECTION: LOST MATERIALS, FEES
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Library materials that are checked-out (borrowed) and then not checked-in (returned) after two months past the due date are assessed the following fines per item to the borrower:

The list price of the item is charged. List price refers to the retail price charged at the time the library purchased each individual item. Multiple copies of books or other materials may have different list prices because they are often purchased at different times for different prices. If a list price is not available for an item a default price will be billed which represents a typical price for similar items.

The cost for lost or damaged electronic reading devices, MP3 players, and other electronic devices and any associated pieces, parts and containers is the cost of the replacement.

In addition, a \$5.00 processing fee is charged per item (exceptions: \$2.00 processing fee for paperbacks and \$1.00 processing fee for magazines, schematics and pamphlets).

A \$10.00 fee is assessed in the event the lost material is not found and the patron is referred to the library material recovery agency. If a lost item is paid for and later returned no refund is made.

Exceptions to Policy 765 may be made at the discretion of the local library manager.

See also Policy 781: RESTRICTIONS, MAXIMUM FINES

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